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ABSTRACT

This manual is the guide to all policies and procedures governing East Central College in Missouri. The document is produced by the Board of Trustees of the Junior College District of East Central Missouri and outlines policies concerning the entire college community, including board members, administrators, faculty, staff, and students. It serves as a legal document for the college. The manual is in outline format and is divided into five major sections: (1) Organization of the College Policies and Procedures (Board makeup and authority, duties of officers, college governing organization, meeting procedures, and administrative responsibilities); (2) Instruction and Curriculum Policies and Procedures (academic programs, records, faculty guidelines, and faculty associations); (3) Student Services Policies and Procedures (accreditation, admissions, academic requirements, financial aid, student life, and rights and responsibilities); (4) Finance and Administration Policies and Procedures (accounting, finance, budget, expenses, facilities usage and maintenance); and (5) Personnel Policies and Procedures (staffing plans, employment issues, position descriptions and classifications, compensation, employee benefits, attendance and time off, and work environment.) (RDG)

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ED 433 881

# East Central College

## Board of Trustees

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# Policies & Procedures

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# East Central College
# Board Policy Manual

January 6, 1997

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# ORGANIZATION OF THE COLLEGE

1.1 **Legal Authority Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

**The Public School Laws of Missouri,** were adhered to and are being complied with by The Junior College District of East Central Missouri. Other Sections and Statutes, not specifically written for junior colleges, but applicable to same will be complied with accordingly as interpreted and defined by the Coordinating Board for Higher Education and by legal counsel.

1.2 **Authority of the Board of Trustees Policy** (Adopted June 6, 1988; Reaffirmed December 2, 1991)

1.2.1 The Board of Trustees of The Junior College District of East Central Missouri is the sole statutory legislative governing body responsible for the control and operation of East Central College. The Board of Trustees, as a whole, adopts the statement of duties and ethics found in policy 1.16 in order to promote a healthy working relationship among its members and with its president, based upon mutual trust and support.

1.2.2 In accordance with Section 178.860 RSMo, the Board of Trustees shall be the sole authority responsible for the appointment of personnel, the establishment of duties and the fixing of compensation. No position may be established, no salary paid and no person reimbursed without an affirmative vote of the Board of Trustees. No contract issued to any employee which bears the signatures of the College President and an officer of the Board shall have any force whatsoever unless the said contract and its required stipulations (the employee's name, the compensation level, position description and term of employment) has been approved by a majority vote of the Board of Trustees at a scheduled public meeting held in accordance with RSMo 610.010 through 610.038.

1.3 **Duties of the Board of Trustees Policy** (Adopted June 6, 1988; Reaffirmed December 2, 1991) The duties of the Board of Trustees are noted as follows:

1.3.1 Establishing the mission, objectives and goals of the college,
1.3.2 Selecting and terminating a College President,
1.3.3 Determining policy for the control of the college,
1.3.4 Insuring professional management of the college,
1.3.5 Purchasing, constructing and maintaining land and facilities,
1.3.6 Evaluating institutional, presidential and Board performance,
1.3.7 Engaging in positive public relations,
1.3.8 Creating a climate for change, and
1.3.9 Managing college financial resources.

1.4 **Elections Policy** (Reaffirmed December 2, 1991)

1.4.1 All elections will be carried out in accordance with the Comprehensive Election Act of 1977 and any subsequent revisions.

1.4.2 For the purpose of electing trustees, a subdistricting plan was adopted by the Board of Trustees and approved by the Coordinating Board for Higher Education. The subdistricting plan will be reviewed following publication of each decennial census.

1.4 **Subdistricting Procedure** (Adopted December 2, 1991)[1]

For the purpose of electing trustees, the following subdistricting plan was adopted by the Board of Trustees and approved by the Coordinating Board for Higher Education in December 1991.

The Junior College District of East Central Missouri shall be divided into three subdistricts, each comprised of contiguous territory and of substantially equal population. Two trustees will be elected from each subdistrict.

The subdistricts will only be used for filing purposes; the election of trustees will continue to be on an at-large basis as provided in statute RSMo 178.820.

The subdistricts remain as they were in 1983 with the following exceptions:

- ✓ A transfer of all of the Washington School District located in Boeuf Township and Lyon Township (a total population of 982) to Subdistrict #1, and
- ✓ A transfer of the former Anaconda School District which is now a part of the St. Clair School District (a total population of 1,381) to Subdistrict #2.

The following is a brief description of the territory comprising each of the three (3) subdistricts and the population of each subdistrict.

| **Subdistrict #1** | **1980** | **1990** |
|---|---|---|
| All of Washington County within the Sullivan School District | 248 | 258 |
| All of Crawford County within the Sullivan School District | 1,025 | 1,485 |
| That portion of Boone Township in Franklin County in the Sullivan School District | 604 | 634 |
| That portion of Central Township in Franklin County in the Sullivan School District | 13 | 50 |
| That portion of Meramec Township in Franklin County in the Sullivan School District | 6,166 | 6,618 |
| That portion of Crawford County in the Bourbon School District | 4,489 | 5,233 |
| That portion of Washington County in the Bourbon School District | 248 | 240 |
| All of New Haven Township in Franklin County | 1,581 | 1,757 |
| That portion of Boeuf Township in Franklin County in the New Haven School District | 509 | 519 |
| All of Gasconade County in the Japan School District | 96 | 98 |
| That portion of Boone Township in Franklin County in the Japan School District | 814 | 1,206 |
| That portion of Meramec Township in Franklin County in the Spring Bluff District | 400 | 450 |
| That portion of Boone Township in Franklin County in the Spring Bluff District | 769 | 925 |
| That portion of Boeuf Township in Franklin County in the R-2 School District | 602 | 564 |
| That portion of Lyon Township in Franklin County in the R-2 School District | 260 | 390 |

[1]On April 6, 1996, voters in the Subdistrict 1 Spring Bluff school district and the Gasconade County R-II school district approved a change in boundaries for their respective districts. This affects the ECC boundaries in that the Spring Bluff district is a part of the college district; the Gasconade County R-II school district is not.

| | | |
|---|---|---|
| That portion of Central Township in Franklin County in the Anaconda School District | 1,056 | |
| That portion of Lyon Township in Franklin County in the Union School District | 1,791 | 1,800 |
| That portion of Boone Township in Franklin County in the Union School District | 322 | 534 |
| That portion of Boeuf Township in Franklin County in the Washington School District | | 519 |
| That portion of Lyon Township in Franklin County in the Washington School District | | 472 |
| **Total Subdistrict #1** | 20,993 | 23,745 |
| | | |
| **Subdistrict #2** | | |
| That portion of St. Johns Township in Franklin County in the Union School District | 24 | 40 |
| That portion of Union Township in Franklin County in the Union School District | 8,532 | 8,839 |
| That portion of Central Township in Franklin County in the Union School District | 1,847 | 2,500 |
| That portion of Central Township in Franklin County in the St. Clair School District | 7,040 | 7,685 |
| That portion of Meramec Township in Franklin County in the St. Clair School District | 279 | 260 |
| That portion of Prairie Township in Franklin County in the St. Clair School District | 1,138 | 850 |
| That portion of Prairie Township in Franklin County in the Lonedell School District | 1,616 | 2,300 |
| That portion of Calvey Township in Franklin County in the Lonedell School District | 598 | 200 |
| That portion of Central Township in Franklin County in the Anaconda District | | 1,381 |
| **Total Subdistrict #2** 22,674 | 24,055 | |
| | | |
| **Subdistrict #3** | | |
| All of St. Charles County in the Washington School District | 1,282 | 1,402 |
| All of Warren County in the Washington School District | 2,273 | 2,859 |
| All of Washington Township in Franklin County | 9,251 | 10,704 |
| That portion of Boeuf Township in Franklin County in the Washington District | 300 | |
| That portion of Lyon Township in Franklin County in the Washington District | 345 | |
| That portion of St. Johns Township in Franklin County in the Washington District | 3,991 | 4,687 |
| That portion of Union Township in Franklin County in the Washington District | 2,268 | 2,450 |
| That portion of Boles Township in Franklin County in the Washington District | 1,016 | 1,315 |
| **Total Subdistrict #3 Population** | 20,726 | 23,417 |
| | | |
| **Total District Population** | 62,793 | 71,217 |

1.5 **Organization of the Board Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.5.1 **Oath** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

All members of the Board of Trustees shall be required to take and subscribe to an oath of office in the following form:

*I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully demean myself in the office of Trustee of The Junior College District of East Central Missouri.*

1.5.2 **Assuming the Office** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

At the first meeting of the Board of Trustees after the election of a member or members of the Board of Trustees has been certified, said member or members so elected and certified shall present themselves for the purpose of being seated. If the oath of office has not already been taken, the newly elected member or members shall then swear (or affirm) the prescribed oath before a competent official. A new member shall file his/her oath with the Secretary of the Board. The President of the Board shall thereupon recognize him/her as a member of the Board of Trustees, and he/she shall thenceforth be entitled and qualified to perform the duties of the office of a member of the Board of Trustees.

1.5.3 **Vacancy -- How Filled** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

In the case of a vacancy occurring in the membership of the Board of Trustees from any cause, it shall be the duty of the Secretary to certify such fact to the Board and to each remaining member thereof. After such certification, the Trustees at a regular or special meeting shall nominate and appoint a successor Trustee to serve until the next election held by or for the district when a Trustee shall be elected for the unexpired term. Upon appointment by the Board, the Secretary shall issue a certificate of appointment to the newly appointed Trustee. When a person becomes a member of the Board of Trustees by appointment, the new member shall be seated at the next regular meeting after said appointment and after having taken the prescribed oath of office.

1.6 **Officers of the Board of Trustees Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.6.1 **Officers**

The officers of the Board of Trustees shall be a president and a vice president, who shall be members of the Board, and a secretary and a treasurer who may but need not be members of the Board.

1.6.2 **Officers -- When Elected**

Officers shall be elected at the first meeting of the Board in April following elections in each even numbered year. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

1.6.3 **Election -- How Conducted**

The election of all officers may be by secret ballot and shall be held at a regular meeting or at a special meeting of the Board held for that purpose.

1.6.4 **Term of Office** (Revised January 6, 1997)

Each officer of the Board shall be elected for a term of two years, shall assume office immediately upon election, and shall hold office until his/her successor shall be elected and qualified.

1.7 **Duties of the Officers Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.7.1 **President**

The duties of the President shall be, specifically:

a. To preside at all meetings of the Board of Trustees.
b. To appoint or provide for the election of all committees.
c. To call special meetings as required.
d. To perform such other duties as may be prescribed by law for action of the Board of Trustees.
e. To sign checks and conduct financial transactions in the absence of the treasurer.

1.7.2 **Vice President** (Revised January 6, 1997)

The duties of the Vice President shall be, specifically:

a. In the case of the resignation, absence or other disability of the President, to perform all of the duties of the President.
b. To perform such other and further duties as shall from time to time be assigned to him/her by the President of the Board of Trustees.

1.7.3 **Secretary**

The duties of the Secretary shall be, specifically:

a. To be the official custodian of the records of the district and perform all duties required by the Board of Trustees and all duties hereinfore or hereinafter provided in these rules.
b. To record or cause to be recorded in a book provided for that purpose the proceedings of the Board and to index the same.
c. To attest all public acts of the district, affix thereto when necessary, the seal of The Junior College district and prepare and serve or cause to be prepared and served on the members in due time notices of all regular and special meetings of the Board.
d. To be the custodian of the official seal of the district and of the official bond of the Treasurer which shall be recorded in the records of the district.

1.7.4 **Treasurer**

The duties of the Treasurer shall be, specifically:

a. To keep or cause to be kept complete records of the financial transactions of the district, to sign all checks and to report from time to time concerning the financial status of The Junior College district.
b. Such other duties as are imposed on the Treasurer under the Laws of Missouri.

1.8 **Board Meetings Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.8.1 **Regular Meetings** (Revised November 7, 1994; Revised January 6, 1997)

The regular monthly meeting of the Board of Trustees is held on the first Monday of each calendar month at 7:00 p.m. unless such day occurs on a legal holiday, whereupon the board shall select an alternative date for the meeting.

The Board will comply with RSMo 610.010 - 610.030 regarding Open Meetings, Records, and Votes.

1.8.2 **Special Meetings**

Special meetings may be called at any time by the President of the Board and shall be called by the Secretary upon written request of three or more members of the Board of Trustees. In all cases of special meetings, not less than forty-eight (48) hours notice stating the time and place of the meeting and the business to be considered shall be given to each member; and at such special meeting no business shall be transacted other than that stated in the call: provided, however, that if all members of the Board shall, in writing, waive the notice herein required such a special meeting may be held at any time and for any purpose.

1.8.3 **Quorum** (Revised January 6, 1997)

At all meetings of the Board of Trustees, whether regular or special, a majority of the entire membership of the Board shall constitute a quorum to do business, but any smaller number may adjourn from day to day or to a day certain.

The Board will comply with RSMo 178.830, in that a majority of the board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole board votes therefor.

1.8.4 **Meetings to be Public**

All regular meetings of the Board shall be open to the public.

1.8.5 **Representatives of the Faculty Association and Student Senate** (Adopted December 4, 1972; Reaffirmed December 2, 1991)

The Board of Trustees officially recognizes a member of the Faculty Association and a member of the Student Senate selected by these two bodies as their representatives. These representatives will receive notices of the Board meetings and agendas and will be invited to attend the Board meetings.

1.8 **Open Meetings, Records and Votes Procedure** (Adopted November 7, 1988; Reaffirmed December 2, 1991)

I. This policy shall apply to the meetings, records, and votes of the Board of Trustees of East Central College.

II. A. Except as exempted by this policy, all meetings of the Board of Trustees, and all meetings of any committee appointed by it which is authorized to report to it, at which any public business is discussed or decided or public policy formulated shall be considered a "public meeting" and shall be open to the public. Informal gatherings for administrative or social purposes shall not be considered public meetings.

B. Except as exempted by this policy, all votes cast at any meeting of the Board of Trustees or any committee to which this policy applies shall be recorded. If a roll call vote is taken, then a yea, nay, or abstention shall be attributed to each member of the Board of Trustees. The record of such vote shall be open to the public for inspection and duplication unless such record or vote is a closed record or closed vote.

III. A. Notice of the time, date, place, and tentative agenda of such meeting of the Board of Trustees or any committee to which this policy applies shall be given at least 24 hours prior to the commencement of the meeting unless because of good cause the notice is impossible or impractical to provide in which case as much notice as is reasonably possible under the circumstances shall be given. Notice shall be given by: making available copies of the notice to any publisher who requests notice of a particular meeting; and by posting the notice on a bulletin board designated by the custodian of records for this purpose. This bulletin board shall be located in the administrative building and shall designate a section for "Notices of Meetings."

B. A formally constituted sub-unit of the Board of Trustees or of any committee appointed by it and authorized to report to it may meet without notice: at a lawful meeting of the Board of Trustees; at a recess in that meeting; or immediately following that meeting so long as the meeting is publicly announced at the Board of Trustees' meeting and the subject of the meeting reasonably coincides with the subject discussed or acted upon by the Board of Trustees.

C. Notice of the time, date, and place of a proposed closed meeting, record, or vote shall be given in accordance with these procedures. Such notice shall reference the specific exemption allowed under Section 610.021 RSMo.

IV. A. Each meeting shall be held at a time reasonably convenient to the public and at a place reasonably accessible to it unless for good cause such a time and place is impossible or impractical.

B. Every reasonable effort shall be made to provide handicapped or disabled individuals special access to the meeting.

C. If it is necessary to hold a meeting on less than 24 hours notice, or at a place not reasonably accessible to the public or at a time not reasonably convenient to it, then the reason for the good cause justifying such departure from normal requirements shall be stated in the minutes.

V. Meetings, records, and votes of the Board of Trustees, or of any committee subject to this policy may be closed to the extent they relate to the following:

A Legal action, causes of action or litigation involving the Board of Trustees, or any committee subject to this policy. [RSMo. 610.621(1)]. Any vote relating to litigation involving the Board of Trustees shall be made public upon final disposition of the

litigation. Votes on motions to authorize the institution of eminent domain shall be announced or become public immediately following the vote.

B. The lease, purchase, or sale of real estate for which public knowledge of such transaction may adversely affect the value received or to be paid in the transaction. [RSMo. 610.021(2)]. On the Board of Trustees' execution of any lease, purchase, or sale of real estate, any vote or public record approving such agreement shall be made public.

C. Hiring, firing, disciplining, or promoting any employee of the Junior College. [RSMo. 610.021(3)]. Any vote on the final decision to hire, fire, promote or discipline an employee of The Junior College district shall be made available to the public within 72 hours of the close of the meeting at which such vote is taken. An employee affected by such vote shall be entitled to prompt notice before such decision is made public.

D. Non-judicial mental or physical health proceedings which involve identifiable individuals which shall include medical, psychiatric, psychological, or alcohol or drug dependency diagnosis or treatment. [RSMo. 6210.025(5)].

E. Scholastic probation, expulsion, or graduation of identifiable persons. [RSMo. 610.021(6)].

F. Tests and examination materials before the test or examination is held. [RSMo. 610.921(7)].

G. Materials prepared on behalf of the Board of Trustees or its representatives for negotiations with employee groups, including but not limited to discussion material or work product. [RSMo. 610.021(9)].

H. Software codes for electronic data process and the documentation of such processes. [RSMo. 610.021(10)].

I. Specifications for competitive bids until either the specifications are approved by the Board of Trustees or until the specifications are published for bids. [RSMo. 610.021(11)].

J. Sealed bids and related documentation until the bids are opened, all bids are accepted, or all the bids are rejected whichever occurs first. [RSMo. 610.021(11)].

K. Employment personnel and performance records or ratings which pertain to identifiable individuals. [RSMo. 610.021(13)]. Expressly exempted from this shall be the names, positions, salaries and lengths of service of officers and employees of The Junior College District.

L. Records which are protected from disclosure by law. [RSMo. 610.021(14)].

M. Meetings and records which reference scientific or technological innovations in which an owner has a propriety interest. [RSMo. 610.021(15)].

N. Any other purposes or matters which are or may in the future be included in the provisions of RSMo. 610.021 or other applicable laws.

VI. A. No meeting, record, or vote shall be closed unless there has been an affirmative public vote by the majority of a quorum of the Board of Trustees or of any committee subject to this policy. The vote of each Trustee on the question of a closed public meeting, record or vote and the specific reason by reference to the pertinent section of Chapter 610 RSMo. for a closed meeting, record, or vote shall be announced publicly at an open meeting of the body and entered into the minutes.

B. Any motion to close a meeting shall be deemed to include a motion to close the record and the vote on matters considered in such a closed meeting.

C. Any closed meeting or vote shall be closed only to the extent necessary for the specific reason announced to justify such closed meeting, record or vote. No business shall be discussed in a closed meeting, record or vote which does not directly relate to the specific reason announced to justify the closed meeting, record, or vote.

D. The minutes, or any part of them, of a closed meeting, record, or vote may be declared open either before or after such a meeting, record, or vote.

VII. The term "public record" shall include any record made or retained by the Board of Trustees or any committee appointed by it or under its authority or which reports to it; any record decreed by State or Federal law to be a public record; and any report, survey, memorandum, document, or study prepared and presented to the Board of Trustees by a consultant or other professional service which is paid for in whole or part by public funds [RSMo. 610.021].

VIII. Public records shall be available for public inspection and to be copied by the public at reasonable times. Public records are exempt from inspection or copying to the extent the records relate to matters indicated in Section 610.021 RSMo. including but not limited to:

A. Legal action, causes of action, or litigation which involves the Board of Trustees or any committee subject to this policy, including any and all confidential or privileged communications between the Board of Trustees or its agenda and its attorneys, and including any legal work product. [RSMo. 610.021(1)].

B. The lease, purchase or sale of real estate by the Board of Trustees of which public knowledge of the transaction might adversely affect the legal consideration. [RSMo. 610.021(21)].

C. The employment, termination, discipline or promotion of any employee of The Junior College District. [RSMo. 610.021(3)].

D. Non-judicial mental or physical health proceedings which involve identifiable individuals, including medical, psychiatric, psychological, alcohol or drug dependency diagnosis or treatment. [RSMo. 610.021(5)].

E. Scholastic probation, expulsion, or graduation of identifiable individuals. [RSMo. 610.021(6)] and student records of identifiable individuals (RSMo. 610.021(4)] subject to the following limitations:

1. Student records shall be open for inspection by the student's parents, guardians or other custodian if the student is dependent of the parent, guardian or custodian as defined by the Internal Revenue Code Section 152. Dependency shall be established by a parent, guardian or custodian who requests access to the student's records.

2. Directory information shall be disclosed without the consent of the student which shall include the following: name; address; telephone listing; date and place of birth; nature or field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees; awards; prior educational agency or institution attended by the student.

   The Junior College District shall provide prior notice to students of the categories of such personally identifiable information designated as directory information prior to disclosure by publication in The Junior College District's catalog or otherwise. This notice will include an indication of the student's right to prohibit the designation of such information as directory information; and the notice shall instruct the student as to the appropriate steps to be taken to inform The Junior College District as such.

   Other personally identifiable student records, whether directory information or other, may be disclosed by The Junior College District on the written request or consent of the student which shall indicate: the date, the specific records to be disclosed, the purpose of the disclosure, and the parties to whom the disclosure may be made. Personally identifiable student records required to be disclosed by State or Federal law, by Court Order or otherwise, may be disclosed as required. The term "student" in this policy shall mean any person to whom education records or personally identifiable information is maintained; it does not include a person who has never been in attendance at the institution. Records do not include information compiled after an individual is no longer enrolled as a student of The Junior College District. [Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232(g)].

F. Tests and examination materials before the test or examination is held. [RSMo. 610.021(7)].

G. Materials prepared on behalf of the Board of Trustees or its representatives for negotiations with employee groups, including but not limited to discussion material or work product. [RSMo. 610.021(9)].

H. Software codes for electronic data process and the documentation of such processes. [RSMo. 610.021(10)].

I. Specifications for competitive bids until either the specifications are approved by the Board of Trustees or until the specifications are published for bids. [RSMo. 610.021(11)].

J. Sealed bids and related documentation until the bids are opened, all bids are accepted, or all the bids are rejected whichever occurs first. [RSMo. 610.021(11)].

K. Employment personnel and performance records or ratings which pertain to identifiable individuals. [RSMo. 610.021(13)]. Expressly exempted from this shall

be the names, positions, salaries and lengths or service of officers and employees of The Junior College District.

L. Records which are protected from disclosure by law. [RSMo. 610.021(14)].

M. Meetings and records which reference scientific or technological innovations in which an owner has a propriety interest. [RSMo. 610.021(15)].

IX. A. The President of The Junior College District shall be designated as the custodian of records for East Central College. The custodian of records shall be responsible to maintain the records of the Board of Trustees, and of any committee appointed by it or its authority which is authorized to report to it; and all other records subject to the requirements of Chapter 610 RSMo. or this policy. The custodian of records may delegate responsibility for particular records to other employees of The Junior College District subject to the provisions of law, this policy, and any rules established by the custodian. The custodian may make reasonable rules, consistent with law and this policy for maintenance, preservation, handling, and access of records which are subject to this policy.

B. No person shall remove original public records from the office of The Junior College District or its custodian of records without written permission of the custodian of records.

C. The custodian of records shall take all steps necessary to ensure the maintenance, preservation, and storage of all public records of the Board of Trustees and any committee subject to this policy. The custodian may make reasonable arrangements for the destruction of records once the records are no longer to be maintained or after the lapse of an appropriate period.

D. All requests for access to a public record shall be referred to the custodian of records. Each request shall be acted on as soon as is possible; but in no event shall the custodian act later than the end of the third business day from the date the request is received by the custodian.

E. If access to a public record is not granted immediately, then the custodian of records shall give a detailed explanation of the cause of the delay; and shall indicate the place and earliest time and date that the record will be available for the inspection. For reasonable cause this period for document production may exceed three days. If a request for access is denied, then upon request, the custodian of records shall provide a written statement of the reasons for such denial. The statement will indicate the specific provision of law for which access is denied and shall be furnished no later than the end of the third business day from the date the request for the statement is received.

F. The custodian of records may prescribe reasonable fees in order to provide access or to furnish copies of public records subject to the following conditions:

1. Copying fees shall not exceed the actual cost of document search and duplication.

(a) For documents readily available for copying, $0.25 per page, $0.50 for legal size or larger.

(b) For extant documents or information not readily available including research and/or reports, $0.25 per page, $0.50 for legal size or larger, and the hourly wage of the personnel multiplied by the time spent obtaining the requested documents or information.

2. Access fees to public records maintained on computer facilities, recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations, or similar audio or visual items or devices, shall include only the cost of copies and the expense of staff time required to make the search and duplication.

3. Copy fees may be requested to be paid before copies are made. If the custodian of records, determines it is in the public interest to waive fees in whole or part because it will likely contribute to the public's knowledge of the operations or activities of The Junior College District and it is not primarily in the commercial interest of the party who has requested the copies, then the custodian may do so. Except as otherwise provided by law, all monies received for fees charged for access to and copies of public records shall be remitted to The Junior College District's treasurer for deposit in The Junior College District's account.

X. This policy and any rules established by the custodian of records, including any fee schedules, shall be open for public inspection. This policy is established in accordance with Section 610.010 - 610.030 RSMo.

XI. No provision of this policy shall be construed, interpreted or applied in any manner which would conflict, violate or obstruct the intent and purpose of the Family Educational Rights and Privacy Act, 20 U.S.C., Section 1232g.

XII. Except as otherwise provided by Section 1.8, Section 3.12, and Section 5.6, requests for information about the college and its employees and students shall be referred to the director of Public Relations. These requests may include, but are not limited to, requests from publishing companies, news organizations, or the general public for: institutional data and information, interviews with employees or students, college publications or materials. The Director of Public Relations, at the direction of the College President, shall respond to and/or facilitate these requests as expeditiously as practical.

1.9 **Rules of Order Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.9.1 **Order of Business** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

The president, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business unless modified by the Board shall be as follows:

a. Call to Order
b. If appropriate, waiver of notice
c. Minutes
d. Agenda
e. Financial Reports
f. Communications and Resolutions

g. Reports
h. Agenda Items

1.9.2 **Rules of Order** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

In all matters not covered by the rules of the Board, parliamentary procedures shall be governed by the manual known as Roberts Rules of Order Revised.

1.9.3 **Recognition** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

No person other than a member of the Board of Trustees, the President of the college or other chief administrative personnel of the district designated by the President shall be recognized to speak at any meeting of the Board of Trustees except upon the consent of the majority of the Board.

1.9.4 **Motions -- How Made** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

No motion shall be subject to debate until it has been seconded and stated by the chair. It shall be reduced to writing at the request of any member of the Board of Trustees. When a motion has been made and seconded, the same may be withdrawn by the movant at any time before vote has been taken on the same.

1.9.5 **Privileged Motions** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

When a question is before the Board, no motion shall be received except:

a. To adjourn
b. To lay on the table
c. To close a debate
d. To refer
e. To postpone indefinitely
f. To postpone to a certain time
g. To adopt a substitute or amend.

1.9.6 **Debate Closed** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

Whenever the motion to close debate prevails, the movant of the proposition or, in the case of a report, the author thereof, shall have the privilege of addressing the Board; and after those remarks no more debate shall be in order.

1.9.7 **Motion to Table** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

The laying of a motion on the table shall be construed as affecting only such motion and not any other motion to which it may be subsidiary.

1.9.8 **Appeal of Rulings** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

The President shall decide all questions of order, subject to an appeal to the Board by any member. In case of such appeal, the question shall be: "Shall the decision of the Chair be sustained?" and until it is decided all debate upon the pending question shall be suspended, but decisions of the Chair may be debated when they refer to the interpretation of the rules of a point of parliamentary law. Upon a tie vote, the Chair shall stand sustained.

1.9.9 **Order of Voting** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

When the Board has decided to close debate, the vote shall be taken first on any amendments that may be pending and finally on the main question.

1.9.10 **Voting by Member -- Reconsideration** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

No member of the Board may vote by proxy. Every member present shall vote in accordance with Missouri Law. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three months unless by consent of a two-thirds majority of the Board.

1.9.11 **Recording the Vote** (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised January 6, 1997)

The yeas and nays shall be called and entered on the record on all questions requiring for decision a vote greater than a majority of the members present, and on all other questions whenever demanded by a member of the Board; and every member shall have the privilege of having his/her vote and reasons therefore recorded on any and every question, if he/she so requests. At the request of any member, stenographic notes may be taken of the remarks of the members of the Board and officers of the college made in the course of the meeting. Such remarks shall be transcribed and, upon the request of any member, shall be recorded in the official minutes. The books in which the stenographic notes are contained shall be safely kept by the Secretary for possible reference thereafter.

1.9.12 **Late Vote** (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised January 6, 1997)

No member shall be allowed to give or change his/her vote on any question after the result has been announced by the Chair, unless by unanimous consent of the members of the Board.

1.9.13 **Conduct of Debate** (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised January 6, 1997)

When a member is about to speak on any question, he/she shall address him/herself to the President, be recognized, confine him/herself strictly to the point in debate, and avoid personalities. No member shall speak more than five minutes at any one time on any motion under discussion, nor more than once until all other members choosing to speak shall have spoken, nor more than twice to the same question without consent of the Board, nor more than three minutes in explaining his/her vote. Members shall not be interrupted while speaking, unless by call to order. If a member be called to order, he/she shall cease speaking until the point is decided by the Chair.

1.9.14 **Leaving Meeting** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

No member shall leave a meeting of the Board of Trustees before the adjournment thereof without permission of the President.

1.10 **Board Agenda Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.10.1 The agenda for all regular and special Board meetings will be prepared by the President of the college. The agenda should be prepared one week prior to the meeting date and mailed to all Board members. Any Board member wanting additions or deletions to this agenda should contact the President of the college immediately.

1.10.2 An individual Board member may present any item for the agenda to the President prior to the preparation of the agenda notice for the next meeting.

1.10.3 (Revised January 6, 1997) Any request for a hearing should be directed to the President of the college at least seven (7) days prior to a regular or special Board meeting and he/she will place it on the agenda. At such meeting, the person requesting the hearing may appear, with or without counsel, to present his/her appeal.

1.10.4 Any item may be considered and placed on the agenda at any time if waiver of notice is granted by the majority of the Board.

1.11 **Board Minutes and Reports Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.11.1 The Secretary to the President of the college will keep the official minute book of all Board meetings. These minutes must be approved by a majority vote of the Board of Trustees and signed by the President and Secretary of the Board.

1.11.2 The President of the college is responsible for presenting to the Board of Trustees for approval all reports required by law or other agencies.

1.11 **Board Minutes and Reports Procedure** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.11.3 (Effective July 1, 1996) Minutes are not considered official until approved by a majority of the board of trustees and signed by the President and Secretary of the board. A draft version of the minutes shall be available for public inspection and/or copying once they are completed by the executive secretary and reviewed and approved by the president of the college. Draft versions shall be clearly marked "DRAFT" and are subject to revision until adoption by the board of trustees.

1.12 **Board Committees Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.12.1 The President of the Board of Trustees will appoint all Board Committees and outline specific responsibilities of each committee. No permanent committee will be established.

1.12.2 Lay Committees will be appointed on a temporary basis to accomplish certain goals, and then will be terminated at the conclusion of their duties.

1.13 **Conflicts of Interest Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.13.1 (Revised January 6, 1997) No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain by reason of his/her services to the district.

1.13.2 The laws pertaining to nepotism of the State of Missouri will be adhered to.

1.13.3 **Ethics/Financial Disclosure**. A procedure was adopted August 12, 1991, to disclose potential conflicts of interest and substantial interests for Board members and certain college officials as required by the Missouri Secretary of State.

1.13.4 **Conflict of Interest Policy for All Employees Developed Pursuant to the Requirements of Senate Bill 262 (1991)** (Proposed January 6, 1991)

a. **Statement of Policy.** The avoidance of any real or apparent conflicts of interest which could compromise the impartial, objective, and effective performance of the duties of employees of East Central College is essential to the maintenance of the public trust in and to the responsible operation of East Central College. Institutional personnel are expected not only to adhere to all laws regarding conflict of interest, but also to be alert to situations which have the appearance of a conflict of interest. In accordance with this expectation, all institutional personnel shall avoid improper outside influences on their institutionally related decisions and activities and shall not use their position or the property of East Central College for personal or political gain.

b. **External Compensation.** Institutional personnel shall not act or refrain from acting in any lawfully empowered capacity within the institution in return for, or in return for the offer of, any valuable consideration to himself or herself or any third person made or received in relationship to or as a condition of the performance of an official act, other than institutionally paid compensation for performance of official duties.

c. **Confidential Information.** Institutional personnel shall not disclose or otherwise use confidential information obtained in the course of their official capacity at East Central College in any manner with the intent of securing or actually resulting in financial gain for himself or herself, any other person, or any business.

d. **Business Relationships.** An employee's outside employment or business activities and interests must neither interfere nor give the appearance of interference with the employee's regular duties nor represent a conflict of interest.

Institutional employees shall not transact business or approve or participate in the approval of the transaction of business on behalf of East Central College with any person or entity or any representative of such entity, with whom or which the institutional employee has a personal, professional, business, financial, or family interest or relationship within the third degree of consanguinity or affinity, except for transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received.

Consultation, which is the application of professional and scholarly expertise in the external community, is considered a business activity under the provisions of this policy regardless of whether the activity is income producing or not. In addition to the other requirements contained in this policy that deal with the relationship between an employee's outside employment or business interests and East Central College, consultation is subject to the disclosure requirements of this policy whenever the consulting entity transacts business with East Central College or is in competition with East Central College, or where the consultation itself competes with the work of East Central College.

e. **Self Dealing.** Institutional employees shall not transact business, including performing services for and the sale, lease, or rental of property, with East Central College for receipt or payment of any compensation, other than the compensation provided by East Central College for the performance of official duties, except for transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received.

Institutional employees shall not act on any matter in their capacity as employees of East Central College with the intent to provide a special monetary benefit, as defined in Section 105.452 RSMo, to themselves or their family.

f. **Personal Gain.** Institutional personnel shall not benefit personally from any purchase of goods or services by East Central College, derive personal gain from actions taken by a representative or employee of the institution, nor shall institutional personnel accept any gift, gratuity or reward with a monetary value in excess of $25, from any person or other entity which transacts business with East Central College or which seeks to transact such business. This requirement shall not infringe on property rights relating to the development of educational or other materials which have been granted to employees by East Central College.

Institutional employees may not receive any financial benefit from the sale of textbooks or other class materials to students at East Central College. Institutional employees should avoid any commercial transactions, including the sale or rental of property, with students and such transactions are prohibited for employees with decision making authority over a student in regard to such institutionally related matters as grades, advisement, academic probation, disciplinary sanctions, financial aid, or employment.

g. **Disclosure Requirements.** When it is proposed that East Central College engage in a business transaction, including any type of grant or contract, with a private firm or corporation in which an institutional employee has a direct or indirect financial interest, that employee shall make a full disclosure of that interest, in writing, to the official having the approval authority for that transaction and to the person responsible for the institutional conflict of interest reporting process. If there is a change in the financial interest of an employee during the term of the transaction, the change shall be reported immediately, in writing, to both the responsible approval and conflict of interest authorities.

Institutional employees participating in the selection of a prospective employee, a consultant, or a contractor to provide goods or services to East Central College shall disclose to the official having the approval authority and the conflict of interest authority, in writing, and any close personal friendship, business association, or family relationship that the employee may have with the prospective employee, consultant, contractor, or their business.

These reporting requirements are in addition to, and do not relieve an employee from the responsibility for making disclosures required by Chapter 105 of the Missouri statutes pertaining to conflict of interest.

h. **Nepotism.** Institutional employees shall not participate in the selection and/or hiring of an employee of East Central College who is related to the employee within the fourth degree of consanguinity or affinity.

Institutional employees shall not supervise, either directly or indirectly, the work of another employee who is related within such fourth degree unless that supervisory role is specifically approved.

i. **Sanctions.** East Central College shall establish and inform all employees of the existence and operation of an internal process for receiving employee reports required by this policy and to receive complaints or requests for investigations of violations or suspected violations of this policy or the provisions of the state's conflict of interest law.

Employees in violation of this policy are subject to disciplinary action up to and including termination of employment. Any person knowingly violating the conflict of interest law shall be subject to punishment as prescribed by Section 105.478, RSMo.

Pursuant to Section 105.467 RSMo, East Central College is prohibited from discharging, threatening, or otherwise discriminating against a person, or an employee action on behalf of a person, because that person or employee reports or is about to report a violation or suspected violation of this policy or of law or is requested by the Missouri Ethics Commission to participate in an investigation, hearing, or inquiry held by the commission or any related court action. These protections shall not apply to anyone who knowingly or recklessly makes a false report.

j. **Appeals.** An employee who is subject to disciplinary action based on an allegation of violation of this policy shall be entitled to full due process rights provided under the appropriate grievance process for the disciplined employee's classification.

Complaints alleging violations of the state's conflict of interest law (Chapter 105) or this policy may be received and investigated by the Missouri Ethics Commission.

1.13 **Ethics/Financial Disclosure Procedure** (Adopted August 12, 1991; Reaffirmed December 2, 1991)

A resolution of The Junior College District of East Central Missouri to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials.

Be it resolved by the Board of Trustees of The Junior College District of East Central Missouri as follows:

Section 1. **Declaration of Policy**. The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for certain officials and employees of private financial or other interests in matters affecting the district.

Section 2. **Conflicts of Interest.**

a. All elected and appointed officials as well as employees of a political subdivision must comply with Section 105.454 Revised Statutes of Missouri on conflicts of interest as well as any other state law governing official conduct.

b. Any member of the governing body of a political subdivision who has a "substantial or private interest" in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body, and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial or private interest is defined as ownership by the individual, his/her spouse, or his/her dependent children, whether singularly or collectively, directly or indirectly of (1) 10% or more of any business entity; or (2) an interest having a value of $10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of $5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

Section 3. **Disclosure Reports**. Each elected official, the chief administrative officer, the chief purchasing officer, and the full-time general counsel shall disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.
c. The chief administrative officer and the chief purchasing officer also shall disclose by May 1 for the previous calendar year the following information:
    1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
    2. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;
    3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

All elected and appointed officials as well as employees of a political subdivision must comply with Section 105.454 Revised Statutes of Missouri on conflicts of interest as well as any other state law governing official conduct.

Section 4. **Filing of Reports**.

a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year:
   1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board of Trustees may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
   2. Each person appointed to office shall file the statement within thirty days of such appointment or employment.

b. Financial disclosure reports giving the financial information required in section 3 shall be filed with the local political subdivision and with the Secretary of State prior to January 1, 1993. After January 1, 1993, reports shall be filed with the local political subdivision and the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 5. **Filing of Resolution**. A certified copy of this resolution, adopted prior to September 15, shall be sent within ten days of its adoption to the Secretary of State's office. A certified copy of any resolution adopted on or after January 1, 1993, shall be sent to the Missouri Ethics Commission within ten days of its adoption.

Section 6. **Effective Date.** This resolution shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board of Trustees of The Junior College District of East Central Missouri.

1.13.4 (i) **Process for Violation Reports**

Process for receiving complaints or requests for investigations of violations or suspected violations of this policy or the provisions of the state's conflict of interest law:

(1) Employee should first meet with their immediate administrative supervisor and thereafter, as needed, to each successive supervisor level as outlined on the chart of college organizational structure.

(2) In the event that the matter is of such a nature that an employee deems it inappropriate to go through the above channels, the matter may be discussed directly with the President of the college.

1.14 **Responsibilities of the President Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.14.1 (Revised January 6, 1997) The President is the chief executive and administrative officer for the Board of Trustees. He/She will execute directly or by delegation all executive and administrative duties in connection with the operation of the college. Specifically, he/she shall:

a. Be responsible for the organization and administration of the college.
b. Make policy recommendations to the Board on all matters that affect the college.
c. Recommend all additions or changes in personnel and in personnel policies.

d. Submit an annual budget and administer the Board approved budget.
e. Have authority to exercise broad, discretionary power along lines established by the Board.
f. Be responsible for the formulation of all reports as may be required by the Board and by local, state, or national agencies.
g. Recommend to the Board site locations and site utilization.
h. Direct the development of the campus building program.
i. Recommend the establishment of citizen and trade advisory committees.
j. Lend influence in the development of higher education programs in local, state, and national committees and organizations.
k. Perform such other duties as may be assigned or delegated by the Board of Trustees.

1.15 **Ethics of the Board of Trustees Policy** (Adopted June 6, 1988; Reaffirmed December 2, 1991; Reaffirmed May 1, 1995)

Each member of the Board of Trustees of The Junior College District of East Central Missouri will:

1.15.1 Hold the educational welfare of the students attending East Central College as their primary concern.

1.15.2 Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at meetings.

1.15.3 Conduct all college business in open public meetings unless, in the judgment of the Board and only for those purposes permitted by law, it is more appropriate to hold a closed meeting.

1.15.4 Hold confidential all discussions occurring in executive sessions of the Board.

1.15.5 Uphold, implement and enforce all laws, rules, regulations, court orders and standards pertaining to East Central College and bring needed change only through legal and ethical procedures by legislation of policies.

1.15.6 Establish and support programs which ensure equality of opportunity for all students regardless of race, creed, sex, religion, age, disability or national origin.

1.15.7 Recognize and actively communicate that authority rests only with the whole Board assembled in a legally-constituted meeting and make no personal promises nor take any private action inconsistent with that reality.

1.15.8 Acknowledge that the Board represents the entire community and maintain independent judgment accordingly, refusing to surrender that independent judgment to individuals, special interest or partisan political groups or in any other way.

1.15.9 Help the community understand the importanee of proper support for East Central College, whether it be in providing adequate finance, optimum facilities, staffing and resources or better educational programs for the students.

1.15.10 Join with the other members of the Board, staff, community and students in becoming fully informed about the nature, value, and direction of contemporary education in our society.

1.15.11 Promote and maintain good relations with fellow Board members by:

a. Recognizing that to promise in advance of a meeting how he or she will vote on an agenda item is to preclude the opportunity to think through other facts and points of view which may be presented at the legally constituted session of the Board.
b. Respecting the opinions of others and abiding by the principle of majority rule.
c. Making only courteous remarks in or out of meetings about other members of the Board and recognizing that each member is entitled to a courteous consideration of his/her opinion.
d. Insisting that committees be appointed to serve only in an investigatory and advisory capacity.

1.15.12 (Revised January 6, 1997) Promote a healthy working relationship with the President and his/her staff by:

a. Appointing the best qualified professional leader available when a President is to be appointed and appointing the best trained professional and support staff available upon recommendation of the President.
b. Supporting college personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively.
c. Expecting the President to keep the Board well informed through both oral and written reports.
d. Expecting the President to present recommendations for Board action with complete information and in a timely manner that would allow members an adequate period of study and deliberation.
e. Recognizing the importance of full and open discussions on all facets of any recommendation presented by the President before Board action is taken.
f. Referring complaints to the President or advising that complaints be presented in writing to the Board as a whole through the President.
g. Presenting any personal criticisms of employees to the President.
h. Recognizing that most contacts with the media are best handled by the President or Board President as the CEO and the Chairman of the Board respectively, and recognizing that such contacts should be generally referred to them.

1.15.13 Communicating the Board's interest in and respect of the accomplishment of educational goals by students by striving to attend student recognition ceremonies, such as commencements and awards banquets.

1.16 **Role and Relationship Between the Board of Trustees and the Chief Executive Officer Policy** (Adopted June 6, 1988; Reaffirmed December 2, 1991)

The policy of the Board of Trustees is to recognize and maintain the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of the district and those administrative functions and duties which are to be performed by the chief executive officer and his/her staff. In that regard, the Board views the legislative authority that is vested within itself as a body of the whole rather than as individuals acting unilaterally.

Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information resulting from thorough study and analysis. In that regard, the Board looks toward the chief executive officer to provide recommendations, suggestions and options relating to both short- and long-term goals and objectives of the district in a routine and timely manner that would allow the Board an adequate period of deliberation which would ultimately result in the adoption of policies that would enhance the well-being of the overall district.

The Board recognizes that if the chief executive officer is to be strong and responsible for the prudent management of the district and its resources, likewise, the Board must also be strong, fully informed and recognize its responsibility to be fully supportive of the chief executive officer by granting him/her full authority to carry out and implement the administration of the district in accordance with those policies adopted by the Board.

The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the district. The Board will encourage and be supportive of an atmosphere that will allow the chief executive officer the flexibility and creativity to successfully exercise his/her administrative style necessary for successfully carrying out the administrative functions of the district.

1.17 **Amendments to Manual Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.17.1 These policies of the Board of Trustees of East Central College may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented to the Board in writing.

1.18 **Mission and Purpose Policy** (Adopted January 8, 1990; Reaffirmed December 2, 1991)

**Introduction.** The East Central College Statement of Purpose and Mission Goals for the 1990's is intended to address the needs of residents of the college district. The mission and goals statements are also intended to support the Missouri community colleges statement of mission to assume responsibility and leadership in responding to the multiple educational and training needs of diverse communities and broad ranges of student abilities through quality instructional and service programs.

East Central College was founded in 1968 to offer district residents the opportunity to benefit and prosper from participation in baccalaureate, vocational-technical, and continuing-education programs. For the next twenty years, the college's primary mission will remain substantially the same. Yet the nation and East Central Missouri will change in the decades to come; and the nature of work, the link between education and industry, the ties between higher education and secondary education, and the changing demography will all place a fresh demand for excellence on East Central College. The faculty and staff are committed to meeting the challenges brought by new technologies; they are committed to providing the leadership required to produce an East Central Missouri community whose residents are educated for living in an increasingly complex world. The following statement of mission and goals delineates the framework within which East Central College will meet the challenges of the next decade.

**Primary Purpose.** The college exists solely for the purpose of serving the educational needs of people. All enterprises in which the college engages -- teaching, serving, and guiding – must be held accountable for their effect upon students and student preparation for living. How well the college serves and prepares its students is, therefore, the fundamental criterion by which the college must be evaluated.

**Institutional Mission.** East Central College is committed to high-quality, affordable educational programs and services for residents of the district. This mission is clearly focused to include the study programs and services leading to associate of arts, associate of science, and associate of applied science degrees; certificate programs; continuing education programs for adults who seek self-improvement and life-long learning experiences; developmental, remedial and college-prep training and retraining programs for a displaced labor force and new business and industry; services to assist students in planning, organizing and succeeding in academic and vocational study; community services; and sound wellness and physical fitness programs.

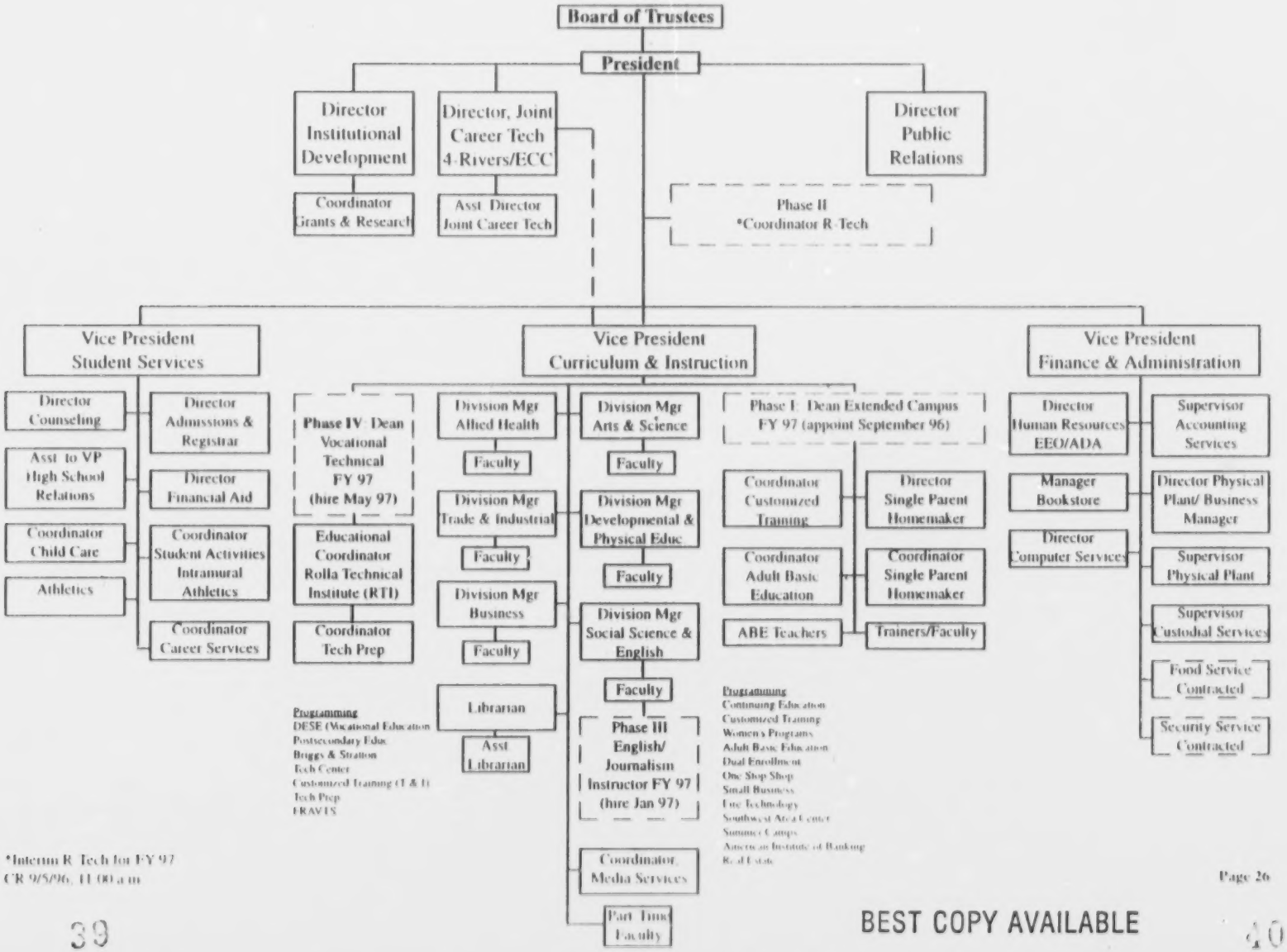
1.19 **Equal Employment Opportunities and Affirmative Action Program Policy** (Adopted June 24, 1991; Reaffirmed December 2, 1991)

See the personnel section of this document for the equal employment opportunities and affirmative action policy statement.

1.20 **Organization of the College Policy** (Revised February 7, 1991; Reaffirmed December 2, 1991)

1.20.1 The college is organized in three administrative areas:
(1) Finance and Administration
(2) Instruction and Curriculum
(3) Student Services

**East Central College Transitional Reorganizational Chart**
FY97 to FY98
Proposed September 9, 1996




*Interim R-Tech for FY 97
CR 9/5/96, 11:00 a.m.





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# East Central College
# Academic Council

October 15, 1991

**Purpose**. The Academic Council is charged to advise (review and recommend all academic policies and procedures) the Vice President for Instruction and Curriculum on all instructional issues including curriculum, evaluation, programs, courses, and instructional services.

**Membership**. Representation will be as follows:

| | |
|---|---|
| 3 | Division Managers |
| 2 | Associate Deans |
| 1 | Director |
| 2 | Faculty |
| 1 | Finance and Administration Staff Member |
| 1 | Student Services Staff Member |
| 10 | |

Term of Office. Each individual appointed shall serve a term of three (3) years. Individuals may be reappointed.

**Meetings**. The council will meet at approximate five week intervals on Tuesdays at 2:30 p.m. in the Board Room. Agenda items should be submitted no later than the preceding Tuesday in order to be considered for the agenda. Agendas will be distributed prior to each meeting.

**Communication.** Open discussion of agenda items will occur. Each member will be responsible for communicating discussion of those agenda items to their respective constituencies. Minutes of each meeting will be recorded and distributed.

**Comments.** The instructional organization and procedures charts (general and for curriculum management) illustrating the council's place in the structure is attached.

# East Central College
# Student Services Council

October 15, 1991

**Purpose**. The Student Services Council is organized to advise the Vice President for Student Services on issues of policy and procedure relating to financial aid, athletics, admissions, recruiting, and the counseling/advising functions pertaining to Student Services.

**Membership.** Representation will be as follows:

| | |
|---|---|
| 1 | Director of Financial Aid |
| 1 | Assistant to the Vice President for Student Services for High School Relations |
| 1 | Director of Athletics |
| 1 | Director of Admissions/Registrar |
| 1 | Director of Counseling/Job Placement |
| 1 | Instruction Staff Member |
| 1 | Finance and Administration Staff Member |
| 2 | Faculty appointed by the Faculty Association |
| 2 | Students (to be appointed at a future date) |
| 11 | |

Term of Office. Each individual appointed shall serve a term of three (3) years. Individuals may be reappointed.

**Meetings**. The Student Services Council will meet on the first Wednesday of each month at 2:00 p.m. in the Library Conference Room. Agenda items should be submitted no later than the preceding Wednesday in order to be considered for the agenda. Agendas will be distributed prior to each meeting.

**Communication.** Open discussion of agenda items will occur. Each member will be responsible for communicating discussion of those agenda items to their respective constituencies. Minutes of each meeting will be recorded and distributed.

**Comments**. A Student Services organizational chart which clearly illustrates the council's place in the structure is attached.

# East Central College
# Finance and Administration Council

October 15, 1991

**Purpose**. The Finance and Administration Council will be organized to advise the Vice President for Finance and Administration on issues of policy and procedure relating to finance, accounting, personnel, building and grounds, and management information services.

**Membership.** Representation will be as follows:

| | |
|---|---|
| 1 | Director of Physical Plant |
| 1 | Director of Management Information Services |
| 1 | Director of Human Resources |
| 1 | Accountant |
| 1 | Instruction Staff Member |
| 1 | Student Services Staff Member |
| 2 | Faculty appointed by the Faculty Association |
| 1 | Student (to be appointed at a future date) |
| 1 | Exempt employee |
| 1 | Nonexempt employee |
| 11 | |

Term of Office. Each individual appointed shall serve a term of three (3) years. Individuals may be reappointed.

**Meetings**. The Finance and Administration Council will meet on the last Thursday of each month at 3:00 p.m. in the Board Room. Agenda items should be submitted no later than the preceding Thursday in order to be considered for the agenda. Agendas will be distributed prior to each meeting.

**Communication.** Open discussion of agenda items will occur. Each member will be responsible for communicating discussion of those agenda items to their respective constituencies. Minutes of each meeting will be recorded and distributed.

**Comments**. An Finance and Administration organizational chart which clearly illustrates the council's place in the structure is attached.

1.21 **Institutional Cooperation Policy** (Reaffirmed December 2, 1991)

1.21.1 The residents of the area desire and need vocational and technical education of the highest quality. Duplication of effort, expenditures, facilities, and equipment must be avoided whenever possible. Vocational and technical education should have a continuity encompassing secondary schools, postsecondary schools, and adult programming. Therefore, East Central College and the Four Rivers Area Vocational-Technical School pledge to cooperate whenever possible and appropriate in the planning, creation, and operation of applicable vocational and technical programs; and to ensure the highest degree of cooperation, a joint Vocational-Technical Education Advisory Committee on Cooperation will be appointed and maintained, made up of representatives of the two agencies.

1.21.2 **Four Rivers Area Vocational-Technical School**. Cooperative agreements with the School District of Washington for the four Rivers Area Vocational-Technical School were approved on October 1, 1990, and May 5, 1991 and are on file in the college President's office.

1.22 **Public Announcements Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.22.1 The reading aloud, announcing or posting of advertising materials, or the distribution of circulars is prohibited without consent of the Vice President for Student Services.

1.22.2 The Board of Trustees or the President may sanction any worthy enterprises on school premises, particularly enterprises of an educational nature.

1.23 **Citizens Advisory Committees Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.23.1 Citizens Advisory Committees are to be used to advise the college in specific areas of responsibility. The committees are appointed to serve in a recommending capacity to college officials. Such committee members are selected by the college staff and approved by the Board of Trustees. All committees will be chosen for a specific purpose and will be terminated when that purpose is fulfilled.

1.24 **Complimentary Passes Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

1.24.1 Complimentary passes to college activities are given to all college employees and family and Board members. In certain professional programs brought to the campus, the passes will not be honored.

1.24.2 Complimentary passes will also be given to certain other individuals who have been or are in service to the college.

1.25 **Evaluation and Planning Reports Policy** (Adopted June 4, 1973; Reaffirmed December 2, 1991)

1.25.1 The following resolution was adopted calling for the specific evaluation reports on an annual basis:

In order to determine the effectiveness of the college, the President of the college shall implement a process of evaluation of the instructional programs and shall report findings to the Board of Trustees on an annual basis. Included in this report would be: (1) The success of students in attaining learning objectives including student attrition rates; (2) The success of students in occupations entered into upon leaving the college; (3) The success of students who transfer to other institutions; (4) The extent to which the college programs are meeting the institutional objectives; and (5) The effectiveness of the various college programs in relation to a student's initial and/or changed career aspirations.

1.25.2 Recognizing that planning is and must be a basic element of community college operations and an essential aspect of college administration and management, the Board of Trustees adopted the following policy on institutional planning:

a. East Central College will base all major institutional decisions on a process of short-range and long-range planning, short-range being viewed as the regular annual budget cycle extended to a three-year perspective, and long-range viewed as that extended to a five-year perspective, and beyond.
b. The Board of Trustees will review and act on proposals concerning budgeting, staffing, programming, and developing the campus and the physical plant in light of their consistency with an implementation of outcomes of the planning process.
c. The planning function is to be given a place co-equal to the other major administrative-management functions in the organizational structure of the institution with the responsibility for the function being clearly assigned in each administrative officer's charge.
d. The planning process will include the examination of possibilities for joint ventures with other educational, business, professional, and civic agencies in the area served by the community college in order to assure efficiency of operation and conservation of local and state resources.
e. The planning function is to be viewed as a standing and continuing process with regular and periodic reports of status concerning its analysis of the college community and recommendation of college goals, needed programs and personnel, fiscal and physical, and other resources to fulfill the goals suggested.
f. The planning outcomes, i.e., goals, etc., will be the standing basis for evaluating general institutional achievement, efficiency and overall quality of performance in meeting its community college objectives.

1.26 **New Programs and/or Services Policy** (Reaffirmed December 2, 1991)

1.26.1 In the case of underfunding of state aid for a current year, a temporary hold on committing the college to any new services or programs will be in effect.

Such a hold may be lifted when additional funds are received above present commitments or an existing program or service is discontinued, releasing resources for a new program or service.

1.26.2 The only possible exception to this hold would be in the case of a new service or program that is available on a completely self-sustaining basis. This means that there would be additional resource assistance to all aspects of the college operation.

2.1 **Degree Programs Policy** (Adopted December 2, 1991; Revised January 6, 1997)
East Central College offers three (3) degree programs approved by the Coordinating Board for Higher Education. Certificate programs are offered under the umbrella degree program or as unique vocational course clusters.

The Associate of Arts Degree is transfer-oriented with a curriculum that responds to the Institutional Mission Statement on General Education Objectives and the Guidelines for Student Transfer and Articulation Among Missouri's Colleges and Universities.

The Associate of Applied Science Degree responds to the Institutional Mission Statement for employment in specific areas of concentration.

The Associate of Science Degree responds to the Institutional Mission Statement and is a model program of study articulated in specific major field areas with individual transfer colleges and universities.

(Revised January 6, 1997) Specific requirements for each degree (AA, AAS, AS) are available in the college catalog, the Registrar's Office or from the Vice President, Curriculum and Instruction.

2.1.1 **Associate of Arts Degree Procedure**

**Purpose of the Degree**
The Associate of Arts degree is designed for the student who plans to transfer to a college or university and major in virtually any field. The following are examples of degree programs in which general education requirements can be earned at East Central:

Accounting
Agriculture
Anthropology
Architecture
Art
Biology
Botany
Business
Chemistry
Commercial Art
Communications
Community Affairs
Computer Information Systems
Economics
Elementary Education
English
Fisheries Conservation
Foreign Language
Forestry
French
Geography
Geology
German
Health Occupations
History
Home Economics
Horticulture
Interior Design
Journalism
Law Enforcement
Library Science
Mathematics
Medical Technology
Music
Nursing
Philosophy
Physical Education
Physics
Political Science
Pre-Optometry
Pre-Chiropractic
Pre-Dentistry
Pre-Medicine
Pre-Engineering
Pre-Pharmacy
Pre-Physical Therapy
Pre-Veterinary Medicine
Psychology
Public Administration
Recreation
Religion
Respiratory Therapy
Secondary Education
Social Work
Sociology
Spanish
Special Education
Speech
Speech Pathology
Theatre
Wildlife Conservation
Zoology

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**Requirements for the Associate of Arts Degree**[2]

To be a candidate for the Associate of Arts degree, the student must complete the following:

1. A college credit curriculum of 64 semester hours, excluding developmental, occupational and/or community service courses.
   a. General Education Requirements (40-43 hours)
   b. Selected programs electives (21-24 hours) as outlined in the degree plan worksheet
2. A minimum cumulative grade point average of 2.00 (C) on all college credit earned.
3. Completion of at least 15 semester hours of college credit in residence at East Central College.

2.1.2 **Associate of Science Degree Procedure**

**Purpose of the Degree**
The Associate of Science is a two-year degree available for pre-engineering students planning to transfer to the University of Missouri at Rolla and the University of Missouri at Columbia.

Degree programs are available in:

| | |
|---|---|
| Aerospace Engineering | Geological Engineering |
| Ceramic Engineering | Mechanical Engineering |
| Chemical Engineering | Metallurgical Engineering |
| Civil Engineering | Mining Engineering |
| Electrical Engineering | Nuclear Engineering |
| Engineering Management | Petroleum Engineering |

**Requirements for the Associate of Science Degree**[3]

To be a candidate for the Associate of Science degree, the student must complete the following:

1. A college credit curriculum of at least 64 semester hours, excluding developmental, occupational and/or community service courses.
   a. General Education/Engineering Requirements (54 hours)
   b. Selected engineering program electives (10-22 hours) as outlined in the Model Program for Engineering Transfers (UMR).
2. A minimum cumulative grade point average of 2.00 (C) on all college credit earned.
3. Completion of at least 15 semester hours of college credit in residence at East Central College.

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[2](Note: Degree requirements are subject to review and change each academic year. The student is expected to meet the degree requirements in effect at the time of initial enrollment at East Central College. However, students also have the option of meeting current degree requirements).

[3](Note: Degree requirements are subject to review and change each academic year. The student is expected to meet the degree require-ments in effect at the time of initial enrollment at East Central College. However, students also have the option of meeting current degree requirements).

**General Education/Engineering Requirements for the Associate of Science Degree**

Since the Associate of Science degree is designed for the pre-engineering student who plans to transfer to the University of Missouri - Rolla, the curriculum responds to the expectations of the University, as outlined in the Model Program for Engineering Transfers, developed in cooperation with UMR and the Coordinating Board for Higher Education (CBHE).

2.1.3 **Associate of Applied Science Degree and Certificate Procedure** (Revised January 6, 1997)

**Purpose of the Degree and Certificate**
The Associate of Applied Science degree (AAS) is a two-year career program that students for employment in specific areas of concentration. Two and one-year certificates are available in specific skill areas.

Degree and certificate programs are available in:

Accounting *
Accounting Clerk *
Air Conditioning & Refrigeration Technology *
Auto Technology *
Building Construction *
Business Management *
Computer Information System *
Computer Integrated Manufacturing Certificate
Criminal Justice *
Dental Assisting *
Drafting & Design Technology *
Electronics
Fire Technology *
Horticulture *
Hospitality Management *
Legal Assistant *
Medical Secretarial *
Nursing
Office Automation Specialist *
Secretary, Administrative *
Secretary, Legal *
Secretary, Medical *
Welding *

*Also has certificates

2.2 **Faculty Association Constitution Policy** (Revised March 13, 1989; Reaffirmed December 2, 1991)

2.2.1 The Faculty Association operates under a Faculty Association Constitution and Plan for Standing Committees.

## 2.2 Faculty Association Constitution (Adopted March 13, 1989)

### Article I -- Purposes

The purposes of the Faculty Association:

1. To act as an advisory body in the formulation of educational objectives and institutional policies.

2. To promote instructional effectiveness, professional development and general welfare of members of the Faculty.

3. To function as an instrument of communication between faculty and faculty, faculty and administration, faculty and Board, and faculty and students.

### Article II -- Membership

Membership in the Faculty Association will be open to the following categories of institutional employees: Faculty members with full-time teaching contracts, part-time faculty members that teach 9 hours or its equivalent, and teaching assistants. (Academic Support personnel may choose to be a part of the Faculty Association.)

### Article III -- Officers

1. The officers of the Faculty Association shall consist of a President, a Vice-President, and a Secretary/Treasurer and the Immediate Past President.

2. Officers shall serve for one year beginning the academic year following their election.

3. Duties of the officers shall be those listed below:

President

a. To preside at all Faculty Association and Executive Council meetings.
b. To act as a spokesperson for the Faculty Association with the administration.
c. To represent the Faculty Association at meetings of the Board of Trustees.
d. To represent the faculty at meetings of the Management Team.
e. To form ad hoc committees of the Association, subject to the consent of the Executive Council, unless formed through the referendum process.
f. To appoint members to all ad hoc committees, subject to approval of the Executive Council, except committees formed through the referendum process.
g. The President shall appoint each of the Faculty Association Executive Council representatives as Faculty Association representatives to each of the institutional standing committees.
h. To serve as ex officio member of all Faculty Association ad hoc committees.
i. To serve as ex officio member of all institutional standing committees.
j. To provide an agenda to Faculty Association members prior to all Faculty Association meetings.

k. To make at least an annual statement to the Faculty Association dealing with faculty and college welfare, Association priorities and objectives, and any other issues of concern to the Association.

Vice President
a. To preside at meetings of the Faculty Association and Executive Council in the absence of the President.
b. To function as the representative of the Faculty Association in any other areas of presidential activity in the absence of the President.
c. To be a voting member of the Executive Council.
d. To serve as parliamentarian.

Secretary/Treasurer
a. To be responsible for keeping minutes of the Faculty Association and Executive Council.
b. To be a voting member of the Executive Council.
c. To conduct correspondence for the Association.
d. To keep up-to-date membership rosters.
e. To collect and record dues levied by the Association.
f. To make disbursements authorized by the Executive Council.

Immediate Past President
a. To serve as consultant to the newly elected President.
b. To be a voting member of the Executive Council.

Executive Committee Members
a. To be a voting member of the Executive Council.
b. To serve as a member of an institutional standing committee as appointed by the President.
c. To make reports to the Executive Council about matters of concern for their standing committee(s).

Article IV -- Executive Council

1. The Executive Council shall include the elected officers of the Faculty Association and enough additional members elected at large to send one member to each of the standing committees.

2. The term of all members of the Executive Council shall be one year.

3. Meetings shall be held at least twice a semester and shall be conducted by quorum.

4. The duties of the Executive Council shall be the following:

a. To implement the purposes of the Faculty Association.
b. To assist the President in the forming of committees.

c. To act as the decision-making body of the Faculty Association.
d. To authorize the expenditure of all dues collected.
e. To collect and distribute proposals and resolutions of the standing committees to send to the Faculty Association for its approval.

5. The decisions of the Executive Council shall be subject to referendum of the Faculty Association.

6. Dues, when needed, shall be levied by the Executive Council subject to vote by the Faculty Association.

Article V -- Meetings

1. Association meetings shall be called by the Executive Council at least once in the fall semester and in the months of April and May in the spring semester.

2. Special Association meetings may be called by the President or by a petition of twenty percent (20%) of the Association members.

Article VI -- Ad Hoc Committees

1. Faculty committees may be authorized by the President of the Faculty Association.

2. Committee members shall be appointed from the membership of the Faculty Association by the President with the approval of the Executive Council.

3. Committee formation, membership and function may be determined by referendum.

Article VII -- Referendum

1. Decisions and initiatives subject to referendum by the Association may be brought to a vote by:

a. A petition holding the signatures of at least twenty percent (20%) of the Association.
b. Filing of the petition with the Association Secretary.

2. Referendum vote shall be held at the earliest convenient time following the filing of the above described petition.

Article VIII -- Elections

1. Elections for Faculty Association officers and Executive Council representatives shall be as follows:

a. Faculty Association officers shall be elected at the April meeting.
b. Faculty Association Executive Council representatives shall be elected at the May meeting.

2. Nominees for officers shall be selected as follows:

   a. Anyone wishing to run for any Faculty Association office should submit, in writing, their name and the office they intend to seek to the Association Secretary on or before March 20th.
   b. The Executive Council, acting as a nominating committee, should draw up a slate of candidates to include those who have submitted their names for nomination, as well as anyone else the Executive Council feels should be nominated for each office.

3. Association members shall be notified of the slate of candidates for Association officers at least one week prior to the April election meeting.

4. Additional nominations may be made from the floor prior to the election.

5. Nominees for the Executive Council representatives shall be determined as follows:

   a. Anyone wishing to run for representative should submit their name, in writing, to the Association Secretary no later than one week after the April Association meeting.
   b. After that time, the Executive Council, acting as a nominating committee, shall draw up a slate of candidates to include those who have submitted their names for nomination.

6. Association members shall be notified of the slate of candidates for Executive Council representatives at least one week prior to the May Faculty Association meeting.

7. Additional nominations for representatives may be made from the floor prior to the election.

8. The Executive Council shall present the list of candidates to the Association for election. Members should choose candidates from the list.

9. Election of Executive Council representatives will be at the May Association meeting.

10. In the event of circumstances that permanently prevent the President from serving the Association, the Vice President shall assume the office of the Presidency. This will be declared by a majority vote of the Executive Council and written notice to all Faculty members.

11. In the event of other vacancies in the Executive Council, the President shall appoint replacements subject to a majority vote approval of the remaining council members. Should vacancies occur in the officer ranks of the council, the President may appoint replacements only from the existing members of the council.

12. Should the Executive Council not be able to secure a majority vote approval of the appointments made in paragraphs 10 or 11, or should a referendum be brought forward by association members contrary to such appointments, then an election will be called for at the earliest regularly scheduled meeting of the Association to fill the noted vacancy.

Article IX -- Quorum

The Faculty Association and the Executive Council shall only hold business meetings when there is a quorum of their respective bodies present. The word Quorum in this constitution shall be defined as a simple majority for Executive Council meetings and thirty percent (30%) of Faculty Association members for Association meetings.

Article X -- By-Laws

1. The Constitution may be amended by a two-thirds majority vote of the Faculty Association members present at any business meeting in which there is a quorum.
2. Proposed amendments must be submitted to the Executive Council in writing at least one month prior to voting on the proposed amendment. Amendments may be submitted by any Faculty Association member. The Executive Council shall distribute proposed amendments to the Association members.
3. The proceedings of the Faculty Association and Executive Council shall be governed by *Roberts Rules of Order*. The Vice President shall be the parliamentarian for both the Association meetings and Executive Council meetings.
4. This Constitution shall be in effect after adoption by a two-thirds majority vote in an Association business meeting where there is a quorum.

2.2 **Plan for Standing Committees** (Adopted March 13, 1989)

I Creation and Changing of Standing Committees

A. Creation and Charge. The President of the college, in conjunction with the Executive Council of the Faculty Association, shall assess the needs of East Central College to determine which areas of operation will be served by faculty standing committees. After having determined these areas, the administration shall specify in writing to the Faculty Association the specific areas of responsibility and powers of each committee. These committees shall become operative upon a majority vote of the Faculty Association.

B. Change of Committees. The faculty or the administration may periodically feel that the areas of responsibilities or powers of the committees need to be changed. Either the administration or the faculty may request that representatives of the administration and the Faculty Association meet to create revisions or additions to the committee structure. Any changes in the committees agreed to by the faculty and administration representatives will become effective upon a majority vote of the Faculty Association.

II Committee Membership and Composition

A. Membership

1. Membership on standing committees shall be by Academic division, i.e., Arts and Science, Social Science and English, Developmental and Physical Education, Business, Technical and Industrial, and Allied Health.

2. Teaching Assistants and part-time personnel with nine (9) hours or more shall be considered members of the division that is their primary employing division.

3. Academic Support members opting for Faculty Association membership shall be considered the equivalent of a division.

4. At the first Division meeting of each academic year, each division shall choose representatives to the Standing Committees.

B. Composition

| | |
|---|---|
| Curriculum/Academic Standards | 2 from each division plus non-teaching professional staff as determined by the committee charge |
| Faculty Welfare Committee | 1 from each division |
| Awards and Scholarships | 1 from each division |
| Faculty Development | 1 from each division |

Each division shall determine methods of selecting committee representatives. Small divisions may choose to send only one representative to Curriculum.

C. Executive Council Representatives. As stipulated by the Faculty Association Constitution, each member (not officer) of the Executive Council shall be placed on a standing committee. The Executive Council representative shall be the liaison between the standing committee and the Executive Council. The representative shall present all proposals and resolutions of their committee to the Executive Council.

III Committee Operation

Each committee shall create its own operating procedures and elect its own officers. Election of officers shall be at the first meeting of the academic year after the selection of new members. The Chairperson of the previous academic year's committee shall call the first meeting and preside until a new chairperson is chosen. Each committee may choose to have as many advisory members as it wishes.

Minutes of all committee meetings shall be sent to the President of the college, the Vice President, Division Managers, and all Executive Council members.

IV Committee/Faculty Association Interface

A. The committees shall be the deliberative bodies of relevant policy formulation. Suggestions may be channeled to the committees from any source: administration, faculty, staff, students, or community. The committees, with the assistance of administration, staff, students, or other sources of information, shall draft proposals. All proposals shall include implementation procedures. Proposals approved by a committee will be sent through campus mail to all members of the Faculty Association, the President of the college, the Vice President, and Division Managers. The Chief Academic Officer shall be responsible for distributing proposals to all individuals (administration, staff, etc.) affected by the proposal.

B. Upon receipt of a committee proposal, faculty members who have concerns about the proposal shall forward their concerns to any member of the Executive Council of the Faculty Association. If the Executive Council feels that the proposal should have further consideration, it may send the proposal back to the committee. The returned proposal shall be accompanied by a statement specifying why it was returned. A proposal may only be returned once to the committee of origin. Proposals coming from a committee the second time will automatically be sent to the Faculty Association for a vote.

C. If the Executive Council finds no reason to delay the implementation of a proposal, the proposal shall then follow the procedure of implementation designated by the committee.

D. The committees, in sending proposals to the Faculty Association, shall make one of the two following recommendations:

1. Immediate Implementation. Some of the work of a committee is of little or no concern to the Faculty Association as a whole. These kinds of proposals shall carry the recommendation that the proposal be implemented without Faculty Association approval. Upon receipt of such a proposal, the Executive Council, taking into consideration any concerns expressed by Faculty Association members, shall have one week to either return the proposal to the committee for further consideration or reverse the committee's recommendation of immediate implementation and send the proposal to the Faculty Association for its approval.

   If the Executive Council takes neither of the two actions mentioned above, the proposal shall then follow the implementation procedures specified by the committee.

2. Consideration by the Faculty Association. Much of the work of committees is of concern to the Faculty Association as a whole. All proposals not deemed to be for immediate implementation shall need approval of the Faculty Association. If the Executive Council finds no reason to return such a proposal to the committee for further work, the proposal shall be voted on by the Faculty Association.

The Association must vote for the proposal as presented by the committee. Neither the Executive Council nor the Faculty Association shall have the authority to revise or amend proposals coming from the committees. Only the committee of origin may revise or amend proposals.

Proposals rejected by the Faculty Association will be sent back to the committee of origin with a statement specifying why the proposal was rejected.

Proposals approved by the Faculty Association will follow the implementation procedures designated by the committee. Implementation shall be the responsibility of the President of the college acting as Implementation Officer. Committee proposals that need to be sent to the Board of Trustees for action shall be channeled through the President of the college. The Faculty Association may vote to have a member of the Faculty Association present and discuss proposals to the Board of Trustees.

(Revised January 6, 1997) The President of the college, acting as Implementation Officer, may delay implementation for two weeks. In this time, the President must state in writing to the Faculty Association why he/she has delayed implementation. After that time, the President, the Chairperson of the Committee of Origin, and the Executive Council shall meet as a conference committee to resolve differences. Proposals that are re-written in a conference committee shall be re-submitted to the Faculty Association for its approval. If differences are declared unresolvable, the proposal shall be presented to the Board of Trustees by representatives of both the Faculty Association and the administration. The Board will then exercise its power as the ultimate decision maker.

2.3 **Academic Dress Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

2.3.1 The faculty and appropriate professional staff will be attired in cap, gown, and/or hood for college commencement exercises and other appropriate activities.

2.3.2 **Academic Dress Procedure** (Adopted December 3, 1968)

Cap and gown attire will be provided for all appropriate activities.

2.4 **College Committees Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

2.4.1 Many responsibilities of the college can best be carried out through committee work. The President of the college is authorized to create appropriate committees and appoint representative faculty and staff committees (standing/ad hoc) deemed necessary to support the mission of the institution.

2.4.2 Vocational study program departments (including special interest services and functions of a vocational nature) of the college will annually recommend appointments for community advisory committees to assist in supporting the instructional thrust of each discipline area.

2.4.2 **Vocational Advisory Committee Guidelines/Procedure** (Adopted October 1, 1990)

Vocational study program departments (including special interest services and functions of a vocational nature) of the college will annually recommend appointments for community advisory committees to assist in supporting the instructional thrust of each discipline area.

**Procedure and Criteria for Appointment and Implementation**

1. **Membership**. The program committees may have 9-13 members to insure reasonable meeting attendance with representation from business, industry and labor. In addition, members are selected to represent various geographic areas (towns) of the district and be further representative of male/female members and ethnic minorities found in the areas which the committee serves. Program graduates and personal friends of the instructor involved are minimally represented.

2. **Membership Term.** Membership on advisory committees will be limited to three (3) year terms on a rotating basis (three members with a one-year term; three members with a two-year term; and three members with a three-year term). Long-term current members will be put on a three-year cycle and new members will be limited to three (3) years.

3. **Meetings**. Two (2) Advisory Board meetings will be scheduled each academic year (one in the fall term and one in the spring term). Advisory committees are intended to advise on current job needs, the relevance of programs to meet job needs, the development of future plans to support the programs, faculty qualifications, curricular content, equipment facilities, and placement of graduates. Each meeting date will have an agenda published and distributed two (2) weeks prior to the meeting. Minutes will be recorded for each meeting with copies filed in the Instruction and Curriculum Office.

2.5 **Library Materials Selection Policy** (Adopted June 1, 1987; Reaffirmed December 2, 1991)

2.5.1 Library materials will be selected by the Librarian (with the assistance of qualified members of the library staff and faculty) to support the mission of the college and to provide information and enlightenment for the community and its citizens. Materials will not be excluded because of the race, sex, nationality or the political, ethical, or religious views of the writer or artist. There should be the fullest practical provision of material presenting all points of view concerning the problems and issues of our time. Defense of the principle of the freedom to read is maintained.

Ultimately the material selection process will operate within the framework of policies determined by the administration and Board of Trustees of the college. Whenever public censorship is involved, no item shall be removed from the Library except by order of the Board of Trustees or a competent court of jurisdiction.

**Library Materials Selection Procedure** (Adopted June 1, 1987)

2.5.2 **Procedure for Accepting Gifts**

Specific procedures and criteria for the selection of materials may be found in the Library Materials Selection Procedures Manual kept in the Librarian's office. Any potential donor should contact the Director of the Foundation or the Librarian about donations.

Procedures detailed in the Library Materials Selection Manual will be followed in accepting donations.

2.5.3 **Procedure for Handling Complaints**

The stipulations contained in the Library Bill of Rights, Freedom to Read Statement, and Code of Ethics, adopted by the American Library Association, shall be followed. The above document outlines the procedure to follow regarding patron complaints. Patron comment forms may be found in the Library Materials Selection Procedures Manual.

2.6 **Records Retention and Archives Development Policy** (Adopted January 4, 1988; Reaffirmed December 2, 1991)

2.6.1 **Records Retention Policy** (Adopted January 4, 1988; Reaffirmed December 2, 1991)

The *Missouri Junior College Records Manual*, published by the Records Management and Archives Service of the Office of the Secretary of State, will serve as the legal authority for retention and disposal of official records of The Junior College District of East Central Missouri. Each administrative division will be responsible for the retention and disposition of records falling under its purview, in accordance with the guidelines of the *Manual*.

**Records Retention Procedure**
A copy of the Manual will be kept by each division administrator for reference.

Permanent records will be placed in fireproof storage cabinets.

2.6.2 **Archives Development Policy** (Adopted January 4, 1988)

College records which are to be retained by law and/or are of historical importance will be forwarded to the Library for storage in the Archives section.

**Procedure and Criteria for Record Retention**
Records to be retained according to guidelines set forth in The Missouri Junior College Records Manual include, but are not limited to those documents listed below:

| | |
|---|---|
| Audit Reports | Permanent |
| Board of Trustees Files | Permanent |
| Bond Sale Records | Permanent |
| District Formation Records | Permanent |
| Election Records | Permanent |
| Minutes of Committee Meetings | 5 years |
| Reports to the Commission on Higher Education | 5 years |

In addition to institutional documents, the archives will also permanently store four (4) copies of official college publications. These will include, but are not necessarily limited to:

College Newspaper
Yearbooks
Catalogs
Commencement Programs
President's Reports

It will be the responsibility of the division or entity producing the publication to see that the necessary copies are forwarded to the library for inclusion in the Archives. The development and maintenance of the Archives shall be the responsibility of the Librarian.

2.7 **Reduction in Staff or Discontinuance of a Program Policy** (Adopted June 4, 1979; Reaffirmed December 2, 1991; Revised January 6, 1997)

2.7.1 The Vice President for Instruction and Curriculum will analyze instructional programs annually (according to a set five-year schedule) at the conclusion of each fall semester. A status report will be submitted to the college President by February 1 recommending strategies to enhance, continue status quo, reduce, or discontinue the program offering.

**Reduction in Staff or Discontinuance of a Program Procedure** (Adopted June 4, 1979)

2.7.1 At the end of each fall semester, the Vice President for Instruction and Curriculum (assisted by departmental faculty, division managers, and the vocational administrator) will analyze instructional programs using questions similar to the following:

a. What are the employment opportunities for students within that area, both immediate and short-range?
b. What is the size of the yearly reservoir of potential students in that area?
c. How necessary is this instructional area to other instructional areas within the college?
d. In view of the above, do the institutional benefits outweigh the costs?

2.7.2 This is not to be interpreted that an area must be in a deficit status before it is reduced or discontinued. It may be an area that should be generating sufficient income to support weak but more necessary programs but is not.

2.7.3 Upon completion of the analysis, the Vice President will submit to the President of the college by February 1 each year a status report on instructional programs, including recommendations to increase, leave stable, reduce, or discontinue.

2.7.4 Upon review of the Vice President's recommendations, the college President will, in concert with the Vice President, make an administrative decision to increase, leave stable, reduce, or discontinue.

2.7.5 (Revised January 6, 1997) The administrative decision will be relayed to the appropriate division manager. The manager may appeal the decision to the Vice President . If the Vice President continues to assess it is in the best interest of the college to reduce or discontinue, he/she will recommend to the President to do so. The President will, in turn, make such a recommendation to the Board of Trustees.

2.7.6 If the Board accepts the recommendation to reduce or discontinue, the following retrenchment procedures will follow:

a. If faculty in the instructional area are equally effective instructors, termination will be based upon seniority within the instructional area.

b. If faculty in the instructional area are not equally effective instructors, the least effective instructor will be terminated. Instructional effectiveness will be determined by the system of evaluation.

c. If an opening exists within the institution in which the terminated instructor has masters or equivalent expertise, he or she will be given first opportunity for that position. If the instructor can achieve masters or equivalent expertise within the summer prior to the beginning of the academic year following termination, the college will assist the faculty member in developing a financial plan to cover the cost of retraining.

d. If no position exists for the terminated instructor, the timetable, not the procedure for termination, in the existing policy for limited-term, annual, or continuing contract will be followed. The President and the Vice President will also use their influence and contacts to assist in finding an acceptable position elsewhere for the terminated instructor.

2.8 **Field Trip Regulations Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

2.8.1 Field trips for classes are permitted and encouraged. No trip is to be taken without prior approval of the administration, and a certified staff member must accompany and supervise the trip.

2.8.2 **Field Trip Regulations Procedure.** The Student Academic/Trave Request form must be completed (for any off-campus student trip under the auspices of East Central College) and submitted to the Division Manager and Office of Instruction two (2) weeks prior to the planned activity.

2.9 **Dramatic Arts Productions Policy** (Adopted August 1, 1988; Reaffirmed December 2, 1991)

2.9.1 **Dramatic Arts Program Policy.** East Central College, as a part of its educational program, **will** provide dramatic arts programs for appeal to a wide and diverse audience within the college and throughout the college district. The following goals are inherent to all dramatic arts programs.

a. To provide learning experiences in the dramatic arts for those students with interest and career objectives in this area.
b. To provide learning experiences and entertainment for members of the student body as a part of the student activity program.
c. To provide cultural programs and entertainment for the residents of the district as a part of the community service program.

2.9.2 **Program Objectives Procedure.** Dramatic arts program objectives guide theatre activities within the educational program of the college.

a. Theatre productions are intended to be widely appreciated and reflect the good taste and intelligence of the general audience.
b. Play productions are purposely selected to cover a variety of theatre modes (comedy, experimental, etc.) for appeal to various audiences.
c. Theatre productions have a two-fold purpose: to provide an academic training experience for students and to provide opportunities for community residents to take part in an amateur theatre company.
d. Plays will be selected for their adaptability to the resources, talent (student and community) and physical facilities which are available.
e. Theatre productions are evaluated for their audience appeal, training experience for students, and cultural value to the community.

2.9.3 **Dramatic Arts Selection Procedures.** The following dramatic arts selection and review procedures will insure that goals, objectives, and policies as they pertain to theatre productions are followed.

a. Theatre department members will select proposed plays and submit the scripts to the Division Manager and Vice President for Instruction and Curriculum at the earliest possible date each academic year for approval/presentation the following year.
b. Play scripts will be reviewed by the Division Manager and Vice President for Instruction and Curriculum within ten (10) days. If no apparent problems appear with the proposed productions, approval will be granted and the process ended at that point.
If problems are identified, a small committee (4-5) will be convened to consider each point. The committee may be selected from faculty, staff, students and community residents (patrons members) by the Theatre Department, Division Manager, and Vice President for Instruction and Curriculum.

c. The selection committee will resolve any identified problems and proceed to approve/modify the proposed production(s) for the year.

3.1 **Accreditation Policy** (Adopted December 3, 1968; Reaffirmed Dece

3.1.1 East Central College meets the published standards for c Missouri Department of Higher Education and is accredi Central Association of Schools and Colleges.

3.2 **Admission Policies** (Adopted February 6, 1989; Reaffirmed Dece

3.2.1 **General Policy**

a. All high school graduates and Missouri residents wh Educational Development Certificate (GED) are eligi Central College. Non-graduates and those applicants Certificate, but who may profit from instruction, may b following conditions:

(1) Each student without a high school diploma/GED Basic Education (ABE) classes to work toward semester a major field of study is declared.

(2) Each student shall complete a GED or high sch present evidence to the Admissions Office before rec certificate.

(3) Home Study. Some programs require spe requirements, such as educational qualificatio Admission to the college does not insure a stu specific program. For example, a student gradua school or home study program which does not po by one of the six national/regional accrediting a Central, the Southern Association, etc., must be Central College display proper evidence of a compo 21 or above, or the GED certificate or petiti Committee for entrance.

b. Other matters of admission will be set up by the faculty a

c. (Revised January 6, 1997) Effective for the 1982 fall sem students and certain part-time students will be required placement in appropriate courses.

3.2.2 **Adult Education Policies** (Adopted August 1, 1977; Reaff 2, 1991)

a. One of the purposes of East Central College is to pro offerings for adults according to their interests and c Surveys will be made to determine what the needs for c are in the district.

Printed January 3, 1997; 10:34 AM
Policies are shaded.

b. The adult education courses are intended to be self-supporting; therefore, registration fees are determined accordingly. The costs are in addition to registration fees.

c. Fees for most non-credit courses are computed on the same basis as the fees for credit courses.

d. The minimum number of students required for a class to be held will depend upon the cost incurred in providing the course; therefore, this will be determined for each course individually.

e. (Revised January 6, 1997) Senior citizens will be charged the standard rate for continuing education for non-credit courses.

f. Refunds of fees upon officially withdrawing from courses will be made in accordance with the fees and refunds procedure found in the Finance and Administration Section.

### 3.2.3 Advanced Placement and Dual Enrollment Policy

In response to interest by area high school officials and information on an increasing number of high school students receiving advanced placement, the East Central College Board of Trustees has authorized an Advanced Placement Program for qualified high school seniors. College officials noted that a recent College Board report indicated that 177,400 high school students took advanced placement examinations in 1984, a 19,000 increase over 1983.

The purpose of the program is to make it possible for deserving high school seniors to earn limited college credit during their senior year in accordance with the provisions and procedures listed below:

a. The courses are introductory-level college courses taught in the high school. Each course has a syllabus corresponding to an East Central College course.

b. The course is taught by high school faculty with qualifications for teaching a college course and approved by the appropriate college officials.

c. After completing the course, the student is given an external examination administered by the college which serves as the basis for awarding the advanced placement credit.

d. The advanced placement class meets for 750 minutes per credit hour as a minimum, with additional time for laboratory classes.

e. The advanced placement student pays the current per credit hour rate plus any miscellaneous fees.

f. Following a meeting with school administrators to discuss the program, college personnel are available to meet with the appropriate high school personnel to discuss specific course possibilities.

g. Advanced placement credit awarded in connection with this program may be transferable to other colleges and universities.

h. The Advanced Placement Program provides an opportunity for high school seniors who have demonstrated high academic achievement to take on additional challenges and receive college credit at the same time they are completing their high school graduation requirements. The program provides an opportunity for the student to make maximum use of time while in high school and save time and reduce costs when enrolled in college.

i. Dual Enrollment is a service offered by East Central College to eligible area high school students. The steps for action are found in the procedure section.

### 3.2.3 Advanced Placement and Dual Enrollment Procedure

The following procedures are in effect regarding dual enrollment:

(1) **Areas of Study.** Specific courses may be developed from the East Central College general education curriculum from which students would normally enroll in any college or university.

(2) **Teacher Qualifications.** Instructors selected to teach in the program must have a Masters Degree (preferably in the discipline area). It is anticipated that adjunct instructors will be employed to teach the courses (transcripts/applications must be on file in the college personnel office).

(3) **Instructor Compensation.** Adjunct instructors teaching in the program will be paid at the college's part-time rate ($425 per credit hour) for a minimum number of ten (10) students in a class or pro-rated by formula to the actual number. Teachers will be contracted through the normal employment process of East Central College.

(4) **Time.** College courses must meet a minimum of 800 minutes for each credit hour awarded per semester (50 minutes each week for 16 weeks).

(5) **Course Content.** Courses must be taught to the course syllabus content and academic requirements of the appropriate college department. Course syllabi for individual courses will be provided by the department involved and may be modified (by the staff of each school) to fit the instructional situation.

(6) **Credit.** Students may have the opportunity to receive up to fifteen (15) credit hours (transcripted by ECC) for credit at East Central College or transfer to a college of the student's choice. Students may also receive credit toward high school graduation at the discretion of high school officials.

(7) **Student Qualifications**. Student's eligibility for participation in the honors and enrichment classes will be determined by the appropriate high school officials. It is required that the ACT or other approved exams be used for placement in English and mathematics courses.

(8) **Teacher/Course Evaluation**. Teachers and courses will be monitored by high school and college personnel and evaluated on an annual basis, by both institutions.

(9) **Books/Support Materials**. The type (and content) of instructional materials will be determined specifically for each course by representatives of the two (2) schools.

(10) **Fees/Tuition**. Students participating in the program will pay the normal credit hour fees of East Central College (the per credit hour cost plus a student activity fee) and be entitled to all of the privileges of an on-campus student (library, sporting events, etc.).

(11) **State Aid**. East Central College will apply for state aid reimbursement on all eligible courses taught within the college district.

(12) **Enrollment/Admission**. Participating students will follow the normal enrollment procedure for admittance to East Central College (application, transcripts, etc.). College admissions personnel will be available to carry out the advisement/registration process each term.

3.2.4 **Associate Degree Nursing Program Policy** (Adopted November 2, 1981; Reaffirmed December 2, 1991)

a. **General**

(1) Each application is reviewed by the Director of Nursing to determine if the prerequisites for admission have been met.

(2) Each applicant who meets the prerequisites qualifies for an interview with the ADN admission committee.

(3) The record of each applicant who qualifies for an interview will be reviewed by three members of the ADN admission committee with points assigned according to pre-established criteria.

(4) Following the interview, the total number of points are calculated, and the applicant's eligibility for admission is determined.
   (a) Applicants who accumulate the required points for admission and who reside within the college district will be assigned a position in the class at the time.
   (b) Applicants who accumulate the required points for admission but who reside outside the college district will be given first alternate status.

(c) Applicants who do not fit into group (1) or (2) above but who the committee thinks can excel in the program will be given second alternate status. This group includes applicants residing in and out of the college district.

(d) Applicants who do not accumulate the required number of academic points will remain on file for possible admission the following fall semester.

(5) The selection process continues until the week prior to pre-registration in March. At this time, students pre-enroll for summer and fall classes. The classes they select will be determined by their admission status.

(6) At this time, the out-of-district students designated as first alternates will be given positions in the class as space is available.

(7) Positions will continue to be filled on a first-come, first-served basis, with preference given to those applicants who reside in the district. In the absence of qualified in-district applicants, out-of-district applicants will be accepted.

b. **Transportation in the Associate Degree Nursing Program**[4]

(1) Each nursing student is expected to provide his or her own transportation to and from each clinical site. The term "clinical site" shall include any facility which has been selected to provide practice and/or observation experience.

(2) East Central College, its agents, employees and servants disclaim any liability for any and all claims of personal injury and/or property damage which shall arise from or be incident to the carriage, transportation, and/or transference of any student to and/or from any clinical site.

c. **Advanced Standing in the Associate Degree Nursing Program**

Advanced standing in the associate degree nursing program is available each year to a limited number of licensed practical nurses who enroll in the program.

d. **Student Health Requirements in the Associate Degree Nursing Program** (Adopted March 2, 1992)

[4]Students should check their liability policy prior to the acceptance of compensation from passengers.

3.2.4 **Associate Degree Nursing Program Student Health Requirements Procedure** (Adopted March 2, 1992)

East Central College has developed cooperative agreements with several health care agencies to provide nursing students with a clinical work environment to meet Associate Degree Nursing program requirements. Within the nursing program and integral to each cooperative agreement, students must meet the following criteria.

1. Students are fully responsible for their individual health maintenance throughout the program, including adequate insurance protection to cover possible referral and treatment by a consulting physician.

2. Students must provide proof of current immunization and selected diagnostic test results (such as tuberculosis testing, rubella vaccine, or titer levels) as required.

3. Students must inform department faculty of any health problems that may interfere with their working in the clinical environment. Students will not take part in the clinical experience at any time (when in the judgment of the supervisory faculty member) the student or the clients' health may be compromised.

4. As soon as pregnancy or any medical problems are diagnosed for a specific student, the student must immediately submit a written statement from his/her doctor (to the Director of Nursing) permitting him/her to continue in the nursing program.

5. In all instances, East Central College has the right and obligation to require individual students to have additional tests, examinations, immunizations and treatment as necessary to safeguard the health of the student and patient(s) in health facilities.

6. In the event of an exposure by needle-stick, other puncture wounds, or by other means such as splashes, the students will follow the procedure below. This procedure will be discussed with students in the first nursing course of each program and with transfer and re-admission students upon admission to the program.

   Following an exposure, it will be the student's responsibility to:

   a. Report the incident immediately to the faculty member in charge of the clinical rotation.

   b. Report the incident to the appropriate person at the health care facility immediately after the exposure occurs.

   c. Report the incident to the department of infection control and complete the appropriate exposure form.

   The faculty member will:

   a. Confer with the hospital's designated employee risk nurse.

   b. Write a complete report of the incident.

Students should be aware that neither the college nor the clinical agency is responsible for any occupational hazards encountered during the course of study. Any treatment or referral to a consulting physician will be at the student's expense.

**East Central College**
**Associate Degree Nursing Program**
**Student Responsibilities**

**Name (Print)** _____ **SSN** _____

I have been taught body substance precautions and understand my responsibility (items 1-6) in carrying out these precautions for the protection of my patients and myself.

**Signature** _____ **Date** _____

3.2.5 **College Level Examination Program Policy** (Adopted May 1, 1989; Reaffirmed December 2, 1991)

The college may accept credit by the College Level Examination Program with the specific provisions to be formulated by the Curriculum Academic Standards Committee.

3.2.6 **Course Repeat Policy** (Adopted February 6, 1989; Reaffirmed December 2, 1991)

Students enrolled at East Central College may repeat courses when one or more of the conditions listed below exist:

a. The student receives a grade of "F," "D," "W," or "H" (Audit).

b. When the content of the official course syllabus significantly changes or a specific course has been identified as repeatable in the official college catalog.

c. When a student needs a refresher in a specific course (credit over 5 years old) with the approval of the Office of Instruction and Curriculum.

**Repeat Course Procedure**: In cases where the student may be approved (Categories a, b, c) to retake a specific course, the highest grade awarded will be computed in the grade point average.

3.2.7 **Evaluation of Transfer Credit Policy** (Revised May 1, 1989; Reaffirmed December 2, 1991)

Students transferring from other colleges and universities to East Central College are eligible for advanced standing admission according to the guidelines below:

a. **Regionally Accredited Institutions.** Students transferring from regionally accredited colleges/universities are eligible for admission with advanced standing in AA, AS, AAS and certificate programs. Credit will be accepted if the course(s) correspond to East Central College coursework and are consistent with the transfer and articulation guidelines published by the Coordinating Board for Higher Education.

b. **Non-Regionally Accredited Institutions**

(1) Coursework credit toward the Associate of Arts and Associate of Science degree will not be transferred.

(2) Coursework credit toward the Associate of Applied Science Degree and Certificate program general education requirements will not be transferred.

(3) Coursework credit toward Associate of Applied Science Degree and Certificate major field requirements (up to forty-five [45] hours) may be approved by Division Managers with the advice and consent of professional faculty in the appropriate department and within Coordinating Board for Higher Education (CBHE) guidelines for transfer.

c. **College Level Entrance Program.** Students from accredited or non-accredited colleges may be eligible for advance standing upon successful completion of CLEP examination(s).

3.2.8 **Foreign Student Admission Policy** (Revised March 5, 1979; Reaffirmed December 2, 1991)

East Central College is approved by the United States Department of Justice (Permit STL-214F-220, 3 April 1973) as an institution of higher learning for non-immigrant international students. Residents of foreign countries entering college for the first time must apply for admission directly from their homeland. A student from a foreign country is admitted by transfer from another college or university in the United States only if he or she has attained a grade point average of 2.0 or higher and is entitled to an honorable dismissal.

International students desiring admission to East Central College should submit the proper documents and information in addition to the general college admission requirements.

3.2.8 **Foreign Student Admission Procedure**[5] (Revised March 5, 1979; Reaffirmed December 2, 1991; **Revised June 10, 1996**)

a. Complete an Application for Admission.

b. Submit the original copy of an affidavit of Support (INS form I-134) indicating minimum support in the amount of $6,940 per year to cover estimated school, living costs, travel, etc.

c. Submit an East Central College Sponsorship of International Student form. NOTE: The sponsor must be a resident of East Central College district and be responsible for assisting with the foreign student's housing and transportation needs (*not necessarily financial liability).*

d. Submit evidence of English competency.

(1) Test of English as a Foreign Language (minimum TOEFL score of 550), or
(2) American Consular Office Test of English Proficiency (administered through the U.S. Department of State) or
(3) A satisfactory grade from a recognized course in English as a Foreign Language from another American university. NOTE: This is not available at or through East Central College.

e. Submit original transcripts of all educational experience from both foreign and American schools/colleges previously attended. Transcripts must be sent directly from school/college records/registrar's offices to the address below. These records cannot be received directly from students or sponsors.

Send all documents pertaining to foreign student admission to:

Foreign Student Advisor
East Central College
Highway 50 and Prairie Dell Road
P. O. Box 529
Union, Missouri 63084
Fax: 314-583-1897

If foreign student admission is approved, an I-20 form will be issued within 30 days of receipt of the above records. All documents must be received by the following dates:

April 1 for Summer Semesters
July 1 for Fall Semesters
November 1 for Spring Semesters

[5]Approval of admission to East Central College does not guarantee acceptance to study in a particular major department. These applications are considered on an individual student basis.

3.2.9 **Medical Examination Policy** (Revised July 10, 1972; Reaffirmed December 2, 1991Revised January 6, 1997)[6]

a. As a part of the admission **process**, immunization records will be required of all students declaring a major.

b. Special interest (part-time) students are not required to submit immunization records

c. Physical examinations are required of all varsity athletes.

3.2.10 **Residence Status Policy** (defined) (Revised October 7, 1985; Reaffirmed December 2, 1991)

3.2.10 **Community College Student Residency Guidelines Procedure: Summary of the Rules as Adopted by The Coordinating Board for Higher Education** (Adopted October 7, 1985)

1. **Definitions**

A. "**Domicile**" shall mean presence within a community college district with an intent of making said district a permanent home for an indefinite period.

B. "**Residency**" or "**Resident Status**" shall mean that status which is achieved when sufficient proof of a domicile within a district is presented.

C. **"Adult Student"** shall mean any student having attained the age of twenty-one (21) years.

D. "**Unemancipated Minor Student**" shall mean any student not having attained the age of twenty-one (21) years, and under the care, custody or support of the individual or individuals having legal custody of said students.

E. "**Emancipated Minor Student**" shall mean any student not having attained the age of twenty-one (21) years and who is not under the care, custody and support of an individual or individuals having legal custody.

2. **Adult Students.** Adult students presenting sufficient proof of the establishment of a domicile within the college district will be granted resident status at the first enrollment following the establishment of said domicile.

[6]The ECC Catalog states "All students **born after 1956** must submit documented proof of immunity to measles and rubella."

3. **Unemancipated (Dependent) Minor Students.** The domicile of these students is presumed to be that of the individual(s) having legal custody of the student. If these individuals, usually parents, establish a domicile (residence or home) in the district, the student will be granted in-district residence status at the first enrollment following this action. The student may continue to hold in-district residence status so long as enrollment is maintained continuously (excluding summer terms), even if those persons having legal custody of the student move out of the district.

4. **Emancipated (Independent) Minor Students**

   A. The residency status of emancipated minor students will be determined as if they are adults (see #2). Minor students may be classified as emancipated based upon:

   1. marriage
   2. formal court order
   3. abandonment by persons having legal custody
   4. a positive act of alienation by the minor (moving away from home and establishing a separate and independent domicile)

   B. It is the minor student's obligation to prove that emancipation exists. Simply moving out of a parent's home or the home of the person having legal custody does not constitute proof of emancipation. A student is never eligible for emancipation when that student is claimed as a tax deduction by a second party other than a spouse.

5. **Members of the Military Forces and their Dependents**

   A. Military personnel stationed within the college district pursuant to orders, their spouses and unemancipated minor children will be regarded as holding in-district resident status.

   B. The residency status of members of the military forces specifically assigned, under orders, to attend East Central College as a full-time student, as well as the status of their spouses and unemancipated minor children, will be determined as if there were no connection with the military forces.

6. **Non-Citizens of the United States**

   A. Students who are not citizens of the United States must possess resident alien status, as determined by federal authority, before a decision to grant in-district residency status can be considered.

   B. Aliens who reside within the community college district as representatives of a foreign government or at the convenience of the United States or Missouri governments, and who hold Class G visas, are entitled to in-district residence status (excluding government funded students).

   C. Aliens and their dependents holding Class Al or L visas may be considered for in-district resident status **if** they have been individually designated as representatives of their governments and whose education is **not** government funded.

## 7. Criteria for Determining In-District Resident Status

A. Attendance at East Central College or another institution of higher learning, while residing in the community college district, shall be regarded as a temporary presence within the district; a student neither gains nor loses resident status solely by such attendance.

B. The student is obligated to prove and substantiate eligibility for in-district resident status. Either of the following shall be sufficient proof of in-district residence:

1. Presence within the college district for a period of twelve (12) months and sufficient proof of intent to make the district a permanent home for an indefinite period.

2. Presence within the district for the purposes of retirement, full-time employment, professional practice or to conduct a business full-time.

C. The following factors shall be given heavy weight in determining whether a student is and will be a district resident for an indefinite period:

1. Continuous presence in the district during periods when not enrolled as a student.

2. Marriage to a district resident and maintenance of a common domicile with the resident spouse.

3. Substantial reliance on sources within the district for financial support.

4. Former residence within the district and maintenance of significant connections while absent.

5. Ownership of a home within the district.

D. The following factors shall be given less weight than those in subsection 7.C in determining whether a student is and will be a district resident for an indefinite period:

1. Voting or registration for voting.
2. Part-time employment.
3. Lease of living quarters.
4. A statement of intention to establish a domicile in the district.
5. Automobile registration or operator's license obtained in the district.
6. Payment of personal and property taxes in the district.

Only in borderline cases shall these factors be considered.

E. The waiver or forgiveness of an out-of-district student fee, in full or in part, has no bearing on the residency status of a student and shall not be a basis for classification of an out-of-district resident as an in-district resident.

**Determination of Residency Procedure and Student Appeal Process**

The student residency status will be determined at the time a student enrolls at East Central College. If the student disagrees with the college's assessment of his or her resident/non-resident status, the following procedure should be followed to appeal the decision:

1. **Informal Appeal.** Meet informally with the Registrar to discuss the student's residency status and reasons for which the student should be considered an in-district student. The Registrar will render an informal decision based upon the information provided in this discussion.

2. **First Level of Formal Appeal.** If the informal decision determines that the student is not an in-district resident and if the student wishes to appeal this decision further, then the next level of appeal may be implemented. The student is obligated to submit the appeal in writing to the Vice President for Student Services, accompanied by written documentation of those criteria for in-district residency which the student meets as set forth in Section 7 of the Community College Student Residency Guidelines published by the Missouri Department of Higher Education. The Vice President for Student Services will review and verify the information provided and render a decision within three working days of receipt of the written appeal.

3. **Second Level of Formal Appeal.** The second and final level of appeal requires the student to submit an appeal in writing to the Office of the President of the College. The Vice President for Student Services will forward to the President Section 7 criteria previously provided by the student at the first level of formal appeal. The President will deliver a decision within five (5) working days of receipt of the written appeal.

3.3 **College Calendar Policy** (Adopted March 2, 1981; Reaffirmed December 2, 1991)

a. The fall semester shall be concluded prior to the Christmas holidays.

b. **Summer Classes Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

A summer program will be offered by East Central College beginning the summer of 1970 and continuing as long as there is interest in such a program. A definite effort should be made to stimulate interest in the summer program.

## 3.3 East Central College Calendar for FY 1997 Adopted April 5, 1993

**1996 Summer Session**

| | |
|---|---|
| Monday, May 27 | Holiday -- Memorial Day -- College Closed |
| Tuesday, June 4 | Fees Due for Advanced Registered Students |
| Thursday, June 6 | Day and Evening Summer Registration |
| Monday, June 10 | Regular and Alpha Session Classwork Begins |
| Wednesday, July 3 | Final Exams for Alpha Session Classes |
| Thursday & Friday, July 4 & 5 | Holiday -- Independence Day -- College Closed |
| Wednesday & Thurs., July 31 & Aug. 1 | Final Exams for Regular Session Evening Classes |
| Thursday, August 1 | Final Exams for Regular Session Day Classes |
| | Regular Summer Session Ends |

**1996 Fall Semester**

| | |
|---|---|
| Wednesday, August 14 | Fees Due for Advanced Registered Students |
| Monday, August 19 | Day and Evening Registration |
| Wednesday, August 21 | Orientation for New Students |
| Thursday, August 22 | Classwork Begins |
| Monday, September 2 | Holiday -- Labor Day -- College Closed |
| Monday, September 9 | Last day to apply for graduation for students completing degree requirements December, 1994 |
| Monday - Friday, October 14-18 | Mid-Semester Week |
| Wednesday, November 27 | No Evening Classes |
| Thursday & Friday, November 28 & 29 | Holiday -- Thanksgiving -- College Closed |
| Monday, December 9 | Classwork Ends |
| Tuesday, December 10 | Reading Day; Evening Final Exams |
| Wednesday - Monday, December 11-16 | Day and Evening Final Exams |
| Monday, December 16 | Fall Semester Ends |
| Friday, December 20 | Fees due for advanced registered students |
| Monday - Wednesday, Dec. 23 - Jan. 1 | College Closed |

**1997 Spring Semester**

| | |
|---|---|
| Friday, December 20 | Fees due for advanced registered students |
| Monday - Wednesday, Dec. 23 - Jan. 1 | College Closed |
| Monday, January 6 | Day and Evening Registration |
| Tuesday, January 7 | Orientation for New Students |
| Wednesday, January 8 | Classes Begin |
| Monday, January 20 | Holiday -- Martin Luther King Day -- College Closed |
| Friday, January 24 | Last day to apply for graduation for students completing degree requirements May 1997. |
| Monday, February 17 | Holiday -- Presidents' Day -- College Closed |
| Monday - Friday, March 3-7 | Mid-Semester Week |
| Monday - Friday, March 10-14 | Spring Break |
| Friday, March 28 | Holiday -- Good Friday -- College Closed |
| Friday & Saturday, April 4 & 5 | District Music Festival -- No Classes |
| Wednesday, May 7 | Classwork Ends |
| Thursday, May 8 | Reading Day; Evening Final Exams |
| Friday - Wednesday, May 9-14 | Final Exams |
| Wednesday, May 14 | Spring Semester Ends |
| Thursday, May 15 | Commencement |
| Monday, May 26 | Holiday -- Memorial Day -- College Closed |

## East Central College Calendar for FY 1998 Adopted May 1, 1995 Revised July 1, 1996

| | |
|---|---|
| **1997 Summer Session** | |
| Monday, May 26 | Holiday -- Memorial Day -- College Closed |
| Tuesday, June 3 | Fees Due for Advanced Registered Students |
| Thursday, June 5 | Day and Evening Summer Registration |
| Monday, June 9 | Regular and Alpha Session Classwork Begins |
| Thursday, July 3 | Final Exams for Alpha Session Classes |
| Friday, July 4 | Holiday -- Independence Day -- College Closed |
| Wednesday & Thurs., July 30 & 31 | Final Exams for Regular Session Evening Classes |
| Thursday, July 31 | Final Exams for Regular Session Day Classes |
| | Regular Summer Session Ends |
| **1997 Fall Semester** | |
| Thursday, August 14 | Fees Due for Advanced Registered Students |
| Monday, August 18 | Day and Evening Registration |
| Thursday, August 21 | Orientation for New Students |
| Monday, August 25 | Classwork Begins |
| Monday, September 1 | Holiday -- Labor Day -- College Closed |
| Monday, September 8 | Last day to apply for graduation for students completing degree requirements December, 1997 |
| Saturday, September 13 | Saturday Classes Begin |
| Monday - Friday, October 13-17 | Mid-Semester Week |
| Wednesday, November 26 | No Evening Classes |
| Thursday - Saturday, November 27 - 29 | Holiday -- Thanksgiving -- College Closed |
| Saturday, December 6 | Saturday Classes End |
| Wednesday, December 10 | Classwork Ends |
| Thursday, December 11 | Reading Day; Evening Final Exams |
| Friday - Wednesday, December 12-17 | Day and Evening Final Exams |
| Tuesday, December 16 | Fees due for 1998 Spring Semester |
| Wednesday, December 17 | Fall Semester Ends |
| Wednesday - Friday, Dec. 24 - Jan. 2 | College Closed |
| **1998 Spring Semester** | |
| Wednesday - Friday, Dec. 24 - Jan. 2 | College Closed |
| Thursday, January 8 | Day and Evening Registration |
| Tuesday, January 13 | Orientation for New Students |
| Wednesday, January 14 | Classes Begin |
| Monday, January 19 | Holiday -- Martin Luther King Day -- College Closed |
| Saturday, January 24 | Saturday Classes Begin |
| Thursday, January 29 | Last day to apply for graduation for students completing degree requirements May 1998 or August 1998. |
| Saturday, February 14 | No Classes |
| Monday, February 16 | Holiday -- Presidents' Day -- College Closed |
| Monday - Friday, March 9-13 | Mid-Semester Week |
| Monday - Saturday, March 16 - 21 | Spring Break |
| Friday & Saturday, March 27 & 28 | District Music Festival -- No Classes |
| Friday, April 10 | Holiday -- Good Friday -- College Closed |
| Saturday, April 11 | No Classes |
| Saturday, May 9 | Saturday Classes End |
| Wednesday, May 13 | Classwork Ends |
| Thursday, May 14 | Reading Day; Evening Final Exams |
| Friday - Wednesday, May 15-20 | Final Exams |
| Wednesday, May 20 | Spring Semester Ends |
| Thursday, May 21 | Commencement |
| Monday, May 25 | Holiday -- Memorial Day -- College Closed |

## East Central College Calendar for FY 1999 Adopted May 1, 1995 Revised July 1, 1996

| | |
|---|---|
| **1998 Summer Session** | |
| Monday, May 25 | Holiday -- Memorial Day -- College Closed |
| Tuesday, June 2 | Fees Due for Advanced Registered Students |
| Thursday, June 4 | Day and Evening Summer Registration |
| Monday, June 8 | Regular and Alpha Session Classwork Begins |
| Thursday, July 2 | Final Exams for Alpha Session Classes |
| Friday, July 3 | Holiday -- Independence Day -- College Closed |
| Wednesday & Thurs., July 29 & 30 | Final Exams for Regular Session Evening Classes |
| Thursday, July 30 | Final Exams for Regular Session Day Classes |
| | Regular Summer Session Ends |
| **1998 Fall Semester** | |
| Thursday, August 13 | Fees Due for Advanced Registered Students |
| Monday, August 17 | Day and Evening Registration |
| Thursday, August 20 | Orientation for New Students |
| Monday, August 24 | Classwork Begins |
| Monday, September 7 | Holiday -- Labor Day -- College Closed |
| Saturday, September 12 | Saturday Classes Begin |
| Monday, September 14 | Last day to apply for graduation for students completing degree requirements December, 1998 |
| Monday - Friday, October 12-16 | Mid-Semester Week |
| Wednesday, November 25 | No Evening Classes |
| Thursday - Saturday, November 26 - 28 | Holiday -- Thanksgiving -- College Closed |
| Saturday, December 5 | Saturday Classes End |
| Wednesday, December 9 | Classwork Ends |
| Thursday, December 10 | Reading Day; Evening Final Exams |
| Friday - Wednesday, December 11-16 | Day and Evening Final Exams |
| Tuesday, December 15 | Fees due for 1999 Spring Semester |
| Wednesday, December 16 | Fall Semester Ends |
| Thursday - Friday, Dec. 24 - Jan. 1 | College Closed |
| **1999 Spring Semester** | |
| Thursday - Friday, Dec. 24 - Jan. 1 | College Closed |
| Thursday, January 7 | Day and Evening Registration |
| Tuesday, January 12 | Orientation for New Students |
| Wednesday, January 13 | Classes Begin |
| Monday, January 18 | Holiday -- Martin Luther King Day -- College Closed |
| Saturday, January 23 | Saturday Classes Begin |
| Thursday, January 28 | Last day to apply for graduation for students completing degree requirements May or August 1999. |
| Monday, February 15 | Holiday -- Presidents Day -- College Closed |
| Monday - Friday, March 8-12 | Mid-Semester Week |
| Monday - Saturday, March 15 - 20 | Spring Break |
| Friday & Saturday, March 26 & 27 | District Music Festival -- No Classes |
| Friday, April 2 | Holiday -- Good Friday -- College Closed |
| Saturday, April 3 | No Saturday Classes |
| Saturday, May 8 | Saturday Classes End |
| Wednesday, May 12 | Classwork Ends |
| Thursday, May 13 | Reading Day; Evening Final Exams |
| Friday - Wednesday, May 14-19 | Final Exams |
| Wednesday, May 19 | Spring Semester Ends |
| Thursday, May 20 | Commencement |
| Monday, May 31 | Holiday -- Memorial Day -- College Closed |

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## 3.4 Extracurricular Activities Policy

### 3.4.1 Athletics Policy (Revised June 4, 1979; Reaffirmed December 2, 1991)

a. A program of intercollegiate athletics is a part of the educational program, and it is an important source of student body spirit and morale. The program will provide scholarships for deserving students who participate in these activities.

b. The approved intercollegiate athletic sports of the college include men's basketball, baseball, and soccer; and women's volleyball, softball, and basketball.

### 3.4.2 Student Organizations Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991)

a. The establishment of student organizations that are appropriate for a public community college is encouraged. Before any student organization can be established and maintained on the East Central College campus, it must meet these requirements:

(1) Have a faculty member as a sponsor.
(2) Have on file in the college offices a statement of purposes and objectives.
(3) Have proof of student interest in the organization.
(4) Be approved by the Student Senate and the College Council as a beneficial and worthy college organization.

b. Failure to function in accordance with the above purposes and objectives will bring about loss of approval.

### 3.4.3 Public Performances Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991)

The various college organizations are encouraged to make performances in the district. This is an excellent means of showing residents what work is being done as well as being of service to the area. The same regulations that pertain to field trips apply to public performances.

### 3.4.4 Student Publications Policy (Adopted May 7, 1973)

The student newspaper *(Cornerstone)* is financed through the Student Activity Fund. Thus, the ECC Student Government is responsible for the publication and also action(s) of the editor.

The following is a statement of purposes and objectives for *The Cornerstone* (school newspaper).

Student journalism plays an important role in colleges today. The college newspaper serves both as a source of information for the faculty and the student body and as an educational tool for the students.

In addition to its primary function, reporting news, it is the school paper's duty to stimulate opinion through editorials, columns, letters, and cartoons.

Two major functions of the college newspaper are: (1) Operational and (2) Educational. Each of these functions has specific purposes and objectives that the newspaper should meet:

a. Operational
   (1) Printing the news
      (a) to satisfy legitimate curiosity
      (b) to check the spread of rumor
      (c) to publicize school activities
   (2) Stimulating student opinion
      (a) to present a problem and an opinion
      (b) to supply background information
      (c) to acknowledge worthy achievements
      (d) to entertain and to amuse
      (e) to provide a forum for student opinion
   (3) Unsolicited advertising may be accepted

b. Educational
   Promoting journalism skills by helping the student
   (1) to develop a "nose for news"
   (2) to develop interviewing skills
   (3) to develop research skills
   (4) to develop writing skills
   (5) to encourage literary talent
   (6) to develop newspaper production skills
   (7) to develop knowledge and character

The following guidelines were developed in accordance with the purposes and objectives for *The Cornerstone.*

a. The paper will be professional.
b. Straight news stories and articles of personal opinion shall be clearly distinguished.
c. Letters to the editor, to deserve publication, must be signed by the writer, although the name may be withheld on request. The newspaper must constantly guard against libel; therefore, personal attacks should be avoided.
d. All outsiders (non-staff members, editors) who submit an article to *The Cornerstone* should not be given free access to the pages of the newspaper -- except in certain cases which, in the editor's and sponsor's opinion, would be beneficial to the intellectual climate of the campus community. In such cases, the outsider's article should be clearly labeled as guest written or placed, if possible, on the editorial pages.
e. Controversy and controversial issues are necessary to the life of a newspaper. However, it is the newspaper's responsibility to play fair. Both sides of a controversial issue should be reflected, if at all possible in the same issue.



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f. Criticism is healthy. *The Cornerstone* is certainly not a passive outlet for administrative publicity. But criticism of people, measures, and policy must not be motivated by malice or handled in an irresponsible way.
g. Four-letter words or slang has its place -- but it is not found in a newspaper that tries to emulate professional standards.
h. The newspaper publicizes events of general cultural benefit.

### 3.4.4 Student Publications Procedure

**Procedures for Publicizing** *The Cornerstone* are essentially found in the selection and duties of *The Cornerstone* Editor and the duties of *The Cornerstone* Advisor.

***The Cornerstone* Editor (Selection)**

**The incoming editor will be chosen near the end of the school year by a committee consisting of:**

1. *The Cornerstone* advisor (committee chairperson)
2. The Vice President for Student Services (non-voting member)
3. The present editor of *The Cornerstone*
4. The President of the Student Senate

**Duties of *The Cornerstone* Editor**

1. Assign articles and set deadlines.
2. Decide story placement.
3. Keep in touch with what is going on around campus by attending Board meetings and Student Senate meetings or assign a representative of the paper to cover these meetings.
4. Assign and coordinate photo assignments.
5. Be responsible for editing and proofreading all copy.
6. Strive to write an editorial for each issue.
7. Be familiar with Associated Press (AP) style.
8. Write "missing" cutlines and headlines, as necessary.
9. In conjunction with the Advisor, see that copy is brought to *The Missourian* office, that *The Cornerstone* is picked up and delivered after it is printed.
10. Ultimately responsible for the content, appearance, and production of *The Cornerstone*. In case of disagreement between Advisor and Editor about content or style of article(s), Editor's decision will be final.

**Duties of *The Cornerstone* Advisor**

1. To inform students of campus events; to stay abreast of campus news by attending Board meetings when possible and establishing a personal rapport with faculty, staff, and campus administrators.

2. To teach students how to network into the college and community so that a student can recognize a story and set up interviews with those individuals who can furnish pertinent details.

3. To be available during regular weekly office hours to work with students on an individual basis and also hold a class session weekly for all students who are *Cornerstone* staff members.

4. To provide a constant review of good journalistic principles by complimenting the strong points and helping to correct weaker ones in each student's work.

5. To encourage students to build a positive mental attitude so that they can build a confident self-image, one that they can maintain under the pressure and criticism that is part of being a reporter.

6. To maintain an up-to-date file system from one year to the next so that students can build on the strengths of the previous year without starting over each semester.

7. To maintain an awareness of issues on other campuses by exchanging college newspapers and calling student attention to how issues are handled by other colleges with special emphasis on the style of news gathering and writing.

8. To encourage students to test their writing ability by entering the MCNA competition and submitting their articles to other publications.

9. To assist the editor in every area and to offer to help when problems arise.

10. To offer advice on selection and style of articles; however, should a disagreement about content or style arise between Advisor and Editor, the decision of Editor is final.

11. To be responsible for mailing copies of *The Cornerstone*.

12. To oversee the newspaper ads and make sure all ads are received by deadline.[7]

13. To see that copy is brought to *The Missourian* office, that *The Cornerstone* is picked up and distributed after it is printed. (Done in conjunction with the Editor.)

**Procedure for Selection of Cornerstone Article**

A committee will be appointed to review articles from *The Cornerstone* and choose those considered worthy of entry in the MCNA competition. The committee will consist of:

[7]This duty may be delegated to a staff member if so desired.

1. The College Publicist
2. A Mass Communications instructor (chosen by the Division Manager in charge of Journalism)
3. An English instructor (chosen by the Division Manager in charge of Journalism)
4. *Cornerstone* Editor

3.5 **Financial Aid and Scholarships Policy** (Reaffirmed December 2, 1991)

3.5.1 **Financial Aid Policy**

A student desiring to do so may file an application for financial assistance. A charge will be made for the computerized need analysis to be determined. The amount of the charge is considered an expenditure for attending college by the student.

3.5.2 **Scholarships and Fee Waivers** (Revised September 10, 1990; Reaffirmed December 2, 1991)

The goal of the scholarship program is to provide access to East Central College for students who demonstrate academic and performance excellence and for those who could not otherwise attend due to the lack of necessary financial resources. Scholarships must be used in the semester awarded.

There are numerous scholarships available to qualified students in the various programs at East Central College. In addition, it is also a policy of the college to encourage businesses and organizations of the area to provide scholarships through their gifts to the East Central College Foundation. Many of the scholarship opportunities are available due to the generosity of these organizations.

The process for awarding scholarships will be as follows:

Faculty members will be responsible for identifying potential recipients who meet the criteria for the award. They will forward a recommendation to the Division Manager who will forward the recommendation to the Director of Financial Aid. The actual award of the scholarship will be made by the Director of Financial Aid and/or the Student Services Office after the scholarship has been reviewed to ensure that it meets the criteria noted herein. The Office of Student Services or a designee will have the responsibility for officially notifying award recipients.

The various scholarship programs of the college are listed below:

**Board of Trustees Scholarship.** (March 4, 1996) These scholarships are to be awarded to the valedictorian and salutatorian of a high school in the East Central College service area. It excludes residents of another community college district. This scholarship will provide for the waiver of tuition, support services fee, and lab fee and is renewable for the sophomore year if a 3.3 grade point average is maintained on at least twelve (12) semester hours of credit completed each semester. A maximum of 7 scholarships are available.

**President's Scholarship.** (March 4, 1996) Provides a waiver of tuition, support services fee, and lab fee to selected high school seniors in the college service area who are not residents of another community college district and who are interested in attending East Central College and display academic excellence according to the criteria listed below. A maximum of 15 awards per year is allowed for majors in departments not otherwise addressed in the scholarship policies:

| | | |
|---|---|---|
| Criteria: | Academic (Transfer) Majors: | Top 10% of graduating class |
| | Vocational Majors | Top 10% of graduating class |

**Academic Division Scholarship.** (March 4, 1996) Eighteen scholarships providing tuition, support services fees and lab fees are to be awarded via the following division/instructional programs:

| | |
|---|---|
| Allied Health | 1 |
| Arts & Humanities/Math & Science | 4 |
| Business | 4 |
| Industrial Technology | 4 |
| Social Sciences/English/Foreign Language | 4 |
| Developmental Studies | 1 |

Please see Procedures section for criteria and awarding.

**Music.** (March 4, 1996) A maximum of fourteen (14) music scholarships, including up to 8 SATB scholarships[8], are provided for music majors. The rules and regulations governing these scholarships will be developed by the Music Department. Music majors are required to participate in a performing group. For students who may not be music majors but who would like to participate in Jazz Band or ECC Singers, a maximum of twenty (20) waivers of one-half (1/2) tuition, support services fee, and lab fee are available for performers.

**Athletics**[9]. (March 4, 1996) Athletic scholarships are provided to develop an athletic program which will be conducive to the college morale and student interest. These scholarships will be available to students with skills and interest in the sports which are included in the program. These scholarships provide for waiver of tuition, support services fee, lab fee, and books. The rules and regulations governing these scholarships will be developed by the Athletic Department in accordance with the National Junior College Athletic Association.

[8]SATB Scholarships also include books (returnable) and special music fees.
[9]By 1997-98, any room and board scholarships, partial or full, are to be funded from outside sources.

a. Fifteen (15) scholarships, three (3) of which may be offered to out-of-state students, are provided for **men's basketball.**

b. Fifteen (15) scholarships are provided for **men's baseball.**

c. Fourteen (14) scholarships are provided for **women's volleyball.**

d. Fifteen (15) scholarships are provided for **women's softball.**

e. Fifteen (15) scholarships are provided for **women's basketball.**

f. **Sixteen (16)** scholarships are provided for **men's soccer.**

g. Students are required to maintain the academic standards of the college and the NJCAA.

**Publications.** (March 4, 1996; Revised January 6, 1997) A maximum of four (4) scholarships funded via student activities funds of maintenance fees and tuition, support services fee, and lab fee are provided for students serving as editor and business manager of the newspaper.

**Art.** (March 4, 1996) A maximum of sixteen (16) waivers of tuition, maintenance fees, support services fee, and lab fee scholarships are provided for art majors.

**Communications and Media.** (March 4, 1996) A maximum of twenty-three (23) waivers of tuition, support services fee, and lab fee scholarships are provided for communications and media majors.

**PTK Scholarship** (Revised January 6, 1997). Two one-year waivers of tuition, support services fee, and lab fee scholarships is provided for the president and vice president of Phi Theta Kappa or to the first elected officer in succession who can benefit.

**Nursing.** A one-year waiver of tuition, support services fee, and lab fee scholarship is to be provided for a deserving nursing student and funded by the college as a memorial to Al Pritchett.

**Senior Citizens Fee Waivers.** (Revised January 6, 1997) Tuition, support services fee, and lab fee will be waived for senior citizens (60 years and older) to enroll in college courses. The college reserves the right to cancel courses in instances where there is insufficient enrollment of fee paying participants. Senior citizens must be residents of the East Central College District and apply for a senior citizen discount card to be eligible for the fee waiver. The waiver does not include the cost of books and other incidental fees; however, holders of senior citizen discount cards qualify for a 10% discount on books, incidental fees and Patrons memberships.

**Sophomore Waiver of Fees Awards.** This one-year award will be helpful in retaining students for the second year. It will be used for both outstanding students and also to provide student financial assistance. A maximum of fifteen (15) one-half (1/2) waiver of tuition, support services fee, and lab fee awards are permitted each year.

**General Education Development Test Award.** This one-year waiver of tuition, support services fee, and lab fee will be available to students admitted on the basis of the GED Test scores. A maximum of eight (8) awards each year are authorized.

**Student Senate.** (March 4, 1996) A scholarship funded via student activities fund of maintenance fees and tuition, support services fee, and lab fee is provided for the four officers.

**Harrison M. Eaton Scholarship.** A waiver of tuition, support services fee, and lab fee is provided for an education major, renewable if satisfactory academic progress is maintained.

**Summer School.** Summer school scholarships will be individually reviewed by the Scholarship Committee, subject to available funds.

### 3.5.2 Procedure/Criteria for Awarding Instructional/Academic Scholarships

Procedure:
After the first year, the number of scholarships available will be based on the number of non-returning recipients, by division. Records will be checked by Financial Aid after each fall and spring enrollment. Thus, twenty (20) will always be the maximum number of potential scholarship awards.

Students are to apply for these scholarships on the East Central College Scholarship Application by March 12 for the following academic year. The divisions will review and recommend awards to the Scholarship Committee by April 1.

Recipients will be evaluated based on major, grade point average and/or ACT test scores.

Criteria:
Specific Suggested Selection Criteria: (Finalized by the Scholarship Committee with input from the Academic Divisions) The two main selection criteria will be academic merit and financial need. Other qualifications/stipulations are as follows:

a. Number of school activities
b. Two references - 1 teacher, 1 community (2 community references in case of non-traditional student)
c. "B" average - or
d. Top 10% of graduating class
e. and any other division program requirements
f. Must maintain
   1. full time enrollment and
   2. "B" average
   to be renewed (no more than a total of 4 full-time enrollments)

Applications, along with division recommendations, will be reviewed and selections made by the Scholarship Committee during the first week of April and awards will be announced in May.

The Scholarship Committee will be composed of:

One (1) Faculty from each Division, appointed by the Division Manager
Vice President, Student Services
Vice President, Curriculum & Instruction
Assistant to the Vice President, Student Services (Recruitment)
Director, Institutional Development/ECC Foundation
Director, Financial Aid (Committee Chairperson)

| Academic Division and Departments | | | Scholarships Allocated |
|---|---|---|---|
| Allied Health | | | 2 |
| EMT | | | |
| Dental Assisting | | | |
| Nursing | | | |
| Arts & Humanities/Math & Science | | | 4 |
| Biology | Mathematics | Geology | |
| Chemistry | Physics | Music | |
| Engineering | Art | Communications | |
| Business | | | 4 |
| Accounting | | Horticulture | |
| Business Mgt | | Hospitality | |
| Computer Info Systems | | Office Occupations | |
| Real Estate | | Retailing | |
| Industrial Technology | | | 4 |
| Air Conditioning | | Electronics | |
| Building Construction | | Small Engine Repair | |
| Drafting | | Welding | |
| Social Sciences/English/Foreign Language | | | 4 |
| Anthropology | | History | |
| Criminal Justice | | Political Science | |
| Economics | | Psychology | |
| English | | Sociology | |
| Geography | | Philosophy | |
| Foreign Language | | Humanities | |
| Developmental Studies | | | 2 |
| Education | | | |
| Physical Education | | | |
| Teacher Aid | | | |

3.7 **Graduation Honors and President's List Policy** (Adopted May 6, 1974; Reaffirmed December 2, 1991)

3.7.1 The following grade point averages will be required to achieve graduation honors:

Highest Honors.....3.85
Honors.....3.50

3.7.2 **President's List Policy.** A graduation grade point average of 3.85 to 4.00 will be required for placement on the President's Highest Honors list.

3.7.3 **Vice President's List Policy.** A graduation grade point average of 3.50 to 3.84 will be required for the Vice President's Honor list.

3.8 **Graduation Requirements Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

3.8.1 Specific graduation requirements will be set up by the college faculty in accordance with the requirements of the State of Missouri and appropriate accrediting agencies.

3.9 **Health and Safety Policy**

3.9.1 **Conduct Policy** (Revised May 7, 1973; Reaffirmed December 2, 1991)

Both individual students and student organizations are required to observe the policies of the district and the laws of the city, state, and federal government, and to conduct their affairs in a manner compatible with the educational objectives of the college. Misconduct for which students are subject to discipline falls into the following categories:

a. Dishonesty in the classroom or laboratory, such as cheating, plagiarism, or knowingly furnishing false information to the college.

b. Forgery, alteration, or misuse of college documents, records, or identification.

c. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including its public service functions or, of other authorized activities on college premises.

d. Physical abuse of any person on college-owned or controlled property or at college-sponsored or supervised function, or conduct which threatens or endangers the health or safety of any such person.

e. Theft or damage to property of the college, a member of the college staff, a college student, or a campus visitor.

f. Unauthorized entry to use college facilities.

g. Violation of state laws and published college regulations, rights of others either on college-owned or controlled property or at college-sponsored or supervised functions.

h. Use of, being under the influence of, possession of, distribution of alcohol or illegal drugs, such as marijuana and lysergic acid, diethylamide (LSD) on campus or at college-sponsored functions, except as expressly permitted by law.

i. Failure to identify one's self when requested by college officials or failure to comply with directions of college officials acting in the performance of their duties. EXAMPLE: In case of a civil disturbance, officials determining who are college students and who are not.

j. Possession or use of firearms, explosives, dangerous chemicals or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations.

k. Gambling on college-owned or controlled property or at college-sponsored or supervised functions.

3.9.2 **Communicable Disease Policy** (Adopted March 7, 1988; Reaffirmed December 2, 1991)

I. **Definitions**

A. A **communicable disease** shall be any illness due to an infectious agent or its toxic products which is specified as a reportable, communicable disease by the Missouri Division of Health in 13 CSR 50-101 et seq. and as amended by the Division of Health or its successor.

1. A chronic communicable disease shall be any communicable disease which on the basis of reasonable medical certainty is not easily susceptible to transmission by casual contact.

2. An acute infectious disease shall be any communicable disease which on the basis of reasonable medical certainty is of short duration or is readily susceptible to transmission by casual contact.

II. **Student Policy**

A. Any student who is known to be afflicted with a communicable disease or is known to be liable to transmit any communicable disease shall not be permitted to attend classes or to attend any college sponsored event unless the Board of Trustees or its nominee has determined on the basis of reasonable medical evidence that:

1. The student is no longer afflicted or liable to transmit the communicable disease; or

2. The student is afflicted with a chronic communicable disease which on reasonable accommodation poses a minimal risk of transmission to others.

B. If any college staff member knows or reasonably suspects that a student has communicable disease, then the staff member shall inform the College Preside or his/her designee. Each student with a communicable disease and eve student reasonably suspected of having a communicable disease shall submit, the college's request, to a physical examination provided at the college's expens The physical examination shall be requested as quickly as possible in order avoid undue interruption of instructional time.

C. If on the basis of the physical examination, it is determined that the student has acute communicable disease, then the student will be excluded from classes a all college sponsored events for the period of time equal to the longest period communicability of the disease as established by the Missouri Division of Hea in 13 CSR 50-101.041 and as amended or until an attending physician certif the student is non-infectious.

D. If on the basis of a physical examination, it is determined that the student ha chronic communicable disease, then the student will be temporarily excluded fr classes and all college sponsored events subject to the following:

1. Within five (5) days of the student's exclusion, a multidisciplinary team sh be convened by the President of the College or his/her designee to revi and assess the student's medical condition. The multidisciplinary team sh be comprised of: the student or the student's parents or guardians; t student's personal physician(s); a physician or other consultants selected the President of the College or his/her designee; a public health physici designated by or approved by the State Department of Health; the colleg legal counsel; the student's legal counsel; and other persons mutually agre as is necessary and appropriate.

2. The multidisciplinary team will assess the student's condition and the risk the particular student; the risk or transmission to others; reasona accommodations which can be made without undue hardship to reduce health risk to the student and others; what restrictions, if any, shall required of the student in order that the student may attend classes and coll sponsored events; whether or not the student shall be prohibited fr attending classes and provided an alternative educational program. T multidisciplinary team will establish dates or conditions under which t student's status will be reviewed.

3. The multidisciplinary team's determination will be made within five working days once it has convened. The multidisciplinary team's assessme and recommendations shall be communicated in writing to the student or t student's parents or guardians and to the President of the College or his/h designee. The determination of the multidisciplinary team shall be final a followed by the Board of Trustees unless it is appealed and modified.

4. An appeal of the determination of the multidisciplinary team shall be in accordance with this provision only. The student or the parents or guardians of the student, or the President of the College or his/her designee may appeal the determination of the multidisciplinary team to the Board of Trustees by written notice within five (5) days of receipt of the multidisciplinary team's written determination. Within five (5) days of receipt of the appeal, the Board of Trustees will confer with the multidisciplinary team, review the record, and receive additional information deemed necessary and appropriate. Within five (5) days of the conference, the Board of Trustees shall make a final decision on the appeal.

5. If a student with a chronic communicable disease is permitted to attend classes or restricted, then the multidisciplinary team shall reassess and review its decision on a regular basis as scheduled in its determination. The multidisciplinary team may require additional physical examinations and/or tests at its discretion. In the event of a regular change in the student's medical condition or other material matter, the multidisciplinary team shall determine what, if any, modifications in the student's determination shall be appropriate.

3.9.3 **Drug and Alcohol Policy** (Revised December 3, 1990; Reaffirmed December 2, 1991)

The use of alcoholic beverages is prohibited on the property of East Central College by organizations and groups not connected with the college as well as all college-sponsored activities.

**General Policy Statement**. It is the objective and goal of East Central College to provide a Drug and Alcohol-Free environment for students, faculty, and staff.

**Student, Personnel, or Campus Visitor Policy Statement**. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on college premises or off-campus sites (including college vehicles and any private vehicles parked on college premises or off-campus sites), or college-sponsored functions is absolutely prohibited. Violations of this policy will result in disciplinary action, up to employment termination or student suspension, and may have legal consequences.

Instances of violations could result in the involvement of civil law enforcement authorities. The statutes of the State of Missouri, and federal or local municipal and county governments shall take precedence over any violations action by East Central College.

a. Personnel Policies:
   (1) The confidential nature of the medical records of individuals with alcoholism or drug dependency will be preserved.
   (2) Persons participating in a rehabilitation program will be expected to meet existing job performance standards and established work rules.
   (3) Nothing in this statement of policy is to be interpreted as constituting a waiver of management's responsibility to maintain discipline or the right to take disciplinary measures in the case of poor performance or misconduct that may result from alcoholism or drug dependency.

(4) It must be understood that this policy has no bearing whatsoever on what an employee does on his/her own time unless it reflects on his/her job performance.

3.9.3 **Drug and Alcohol Procedure** (Revised December 3, 1990) The use of alcoholic beverages is prohibited on the property of East Central College by organizations and groups not connected with the college as well as all college sponsored activities.

**Federal Law Grant Compliance Requirement**. It is the college's intent and obligation to meet compliance with the Drug-Free Workplace Act of 1988, Public Law 100-690, and updated to the Drug-Free School Community Act of 1989, Public Law 101-226 to provide a drug-free, healthful, safe, and work environment. To maintain compliance requirements, the college will:

a. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establish a drug-free awareness program to inform employees about:
   (1) The dangers of drug abuse in the workplace.
   (2) The grantee's policy of maintaining a drug-free workplace.
   (3) Any available drug counseling, rehabilitation, and employee assistance programs.
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Make it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

d. Notify the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
   (1) Abide by the terms of the statement.
   (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

e. Notify the agency within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.

f. Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee who is convicted--
   (1) Taking appropriate personnel action against such an employee, up to and including termination; or
   (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

g. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**Procedure Statement**. The college recognizes drug and alcohol abuse as a potential health, safety, and security problem; and dependency as an illness for which there is effective treatment.

a. **Student Procedures**
   (1) **Student Needing Help**. Students needing help in dealing with such problems are encouraged to use the college's counseling services for referral assistance for treatment centers.
   (2) **Student Violations**. Student violations are subject to ECC "Rules in Student Disciplinary Matters."

b. **Faculty and Staff Procedures**
   (1) **Treatment**. Persons who suspect that they may have an alcoholism or drug dependency problem are encouraged to seek diagnosis and follow through with the treatment that is prescribed by qualified professionals in order to arrest the problem. Persons having these problems will receive treatment that is extended under our health benefit plans.
   (2) **Supervision and Employee Responsibilities**. It will be the responsibility of all supervisors of personnel and the assigned college Human Resources Director to assure that no person with an alcoholism or drug dependency problem will have his/her job security or promotional opportunities jeopardized by a request for diagnosis and treatment.

   The decision to request a diagnosis and accept treatment for alcoholism is the personal responsibility of the individual. An individual's refusal to accept referral for diagnosis or to follow prescribed treatment will be handled in accordance with existing policies.

   If any employee feels that drugs or alcohol has become a problem that is reflected in poor job performance, he/she is strongly urged to speak with his/her supervisor or contact the personnel department.

   Faculty and staff must, as a condition of employment, abide by the terms of drug and alcohol policies. If they have been convicted under a criminal drug statute for violations occurring on or off campus while conducting college business, a report of the conviction must be made within five (5) days after conviction, (mandated by the Drug-Free Workplace Act of 1988, Public Law 100-690). Report of such convictions must be made in writing. Faculty and staff should make these reports to the President of the College.

3.9.4 **Smoke-Free Campus Buildings Policy** (Adopted May 6, 1991; Reaffirmed December 2, 1991)

Effective August 9, 1991, there will not be any smoke inside buildings on the East Central College campus or off-campus learning facility for which the college is responsible.

3.9.5 **Suspension -- Withdrawal -- Expulsion Policy** (Revised May 1, 1989; Reaffirmed December 2, 1991)

The approved rules to be followed in student disciplinary matters follow:

3.9.5 **Procedure/Rules in Student Disciplinary Matters** (Adopted May 1, 1989)

The following rules are adopted to insure that students receive due process in disciplinary matters. These rules will be followed beginning the spring semester of 1989 and are subject to the constitutional authority and legal obligations of the Board of Trustees and the College President as their designated spokesperson.

**Definitions**

As used in these rules, the following definitions shall apply:

**Vice President for Student Services**: As used in these procedures, "Vice President for Student Services" is charged with the primary responsibility for the administration of these disciplinary procedures and refers to either the person on the campus with that title (or an appropriate or similar one) or the individual specifically designated by him/her to act for him/her.

**Disciplinary Dismissal**: Disciplinary dismissal of a permanent nature.

**Disciplinary Probation**: A status resulting from misconduct apart from academic performance. The student remains enrolled but under stated conditions.

**Disciplinary Suspension**: An involuntary separation of the student from the institution for misconduct apart from the academic performance for a specified period of time. Suspension differs from dismissal in that the student may be admitted following a specified time period.

**Committee for Student Discipline**: A five-member committee called upon for hearings by either a college official or student.

**Involuntary Withdrawal Policies**

**Policy of Student Conduct**

East Central College considers students to have reached an age of responsible citizenship and expects students to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at East Central College, obligate

themselves to obey all rules and regulations which the institution formulates and publishes in the College Catalog or the Student Handbook. Copies of the College Catalog or Student Handbook are available in all Student Services offices. These documents contain specific disciplinary rules and regulations as well as procedures followed in case of infractions. It is the responsibility of students to be thoroughly familiar with college publications and standards of conduct.

The following general policies shall apply to student conduct throughout the East Central College District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at East Central College.

2. The Student Senate shall accept primary responsibility for governing student conduct at college-approved, student-sponsored social activities and functions.

3. The college reserves the right to request a physical, psychological or psychiatric examination from a student at any time that such course of action would seem to be in the best interest of the student and/or the college. Expenses incident to such an examination are the responsibility of the college.

4. A Committee for Student Discipline shall be established by the President of the College in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee will also be called if the student appeals a decision of a college official. The Committee for Student Discipline shall consist of five (5) members, two (2) elected annually from the Student Senate, and three (3) faculty members appointed by the President of the College Faculty Association to serve three-year terms. The Committee shall submit its recommendations to the President of the College.

5. In instances where student misconduct results in the involvement of civil law enforcement authorities, the statutes of the State of Missouri or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by East Central College.

   Misconduct for which students are subject to discipline and/or Automatic Suspension fall into the following categories:

   - Violations of standards of policies established by college academic programs for student conduct, academic programs such as; clinicals, labs, shops, internships, and co-op's.
   - Dishonesty in the classroom or laboratory, cheating on examinations, misrepresentation of assignments (ex: term papers or computer software programs), including knowingly furnishing false information to the college.
   - Forgery, alteration, or misuse of college documents, records or identification.
   - Obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities, including authorized public service functions or other authorized activity.

- -- Physical or sexual abuse of any person on college-owned or controlled property or at functions sponsored or supervised by the college, or conduct which threatens or endangers the health or safety of any person.
- -- Theft or damage of college property.
- -- Unauthorized entry into or use of college facilities.
- -- Violation of state laws and published college regulations, disorderly conduct, breach of peace and aiding or inciting another to breach the peace, or infringement upon the rights of others either on college-owned or controlled property or at college-sponsored or supervised functions.
- -- Use of, being under the influence of, possession of, or distribution of alcohol or illegal drugs, such as marijuana and lysergic acid, diethylamide (LSD), on campus or at college-sponsored functions, except as prescribed by a physician for medical purposes.
- -- Failure to identify one's self when requested by college officials or failure to comply with directions of college officials acting in the performance of their duties.
- -- Possession or use of firearms, explosives, dangerous chemicals or other weapons on campus or at college sponsored activities except as permitted by law and college regulations.
- -- Gambling on college owned or controlled property or at college-sponsored or supervised functions.

6. Disciplinary policies are governed by the Rules of Conduct in Student Disciplinary Matters, available from the Vice President for Student Services. Consideration for readmission of disciplinary cases will be handled by the appropriate college committee in accordance with college policy.

7. East Central College complies with all federal and state laws regarding equal opportunity of education and services in admitting students without barriers of race, color, religion, sex, age or national origin.

## Standards and Procedures for Involuntary Administrative Withdrawal

### Standards for Withdrawal

1. A student will be subject to involuntary administrative withdrawal from the college, or from college housing, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder, and, as a result of the mental disorder:

   (a) engages in, or threatens to engage in, behavior which poses a danger of causing physical harm to self or others, or
   (b) engages in, or threatens to engage in, behavior which would cause significant property damage or directly and substantially impede the lawful activities of others.

2. These standards do not preclude removal from the college in accordance with provisions of off-campus occupancy agreement, or other college rules or regulations.

3. Students subject to Involuntary Administrative Withdrawal who may wish to review or appeal administrative decisions determined in Section 1 above, may do so by following the standard procedures outlined in the section labeled Student Appeal Procedures.

**Violations of Disciplinary Regulations**

4. A student accused of violating college disciplinary regulations may be diverted from the disciplinary process and withdrawn in accordance with these standards, if the student, as a result of mental disorder:

   (a) lacks the capacity to respond to pending disciplinary charges, or
   (b) did not know the nature or wrongfulness of the conduct at the time of the offense.

5. Students subject to disciplinary charges who wish to introduce relevant evidence of any mental disorder must so inform the Vice President for Student Services in writing at least two (2) business days prior to any disciplinary hearing. If the Vice President determines that the evidence may have merit, the case shall then be resolved in accordance with these standards and procedures. Thereafter, if it is determined that the student does not meet the criteria set forth in part four, the case will be returned to the disciplinary process. Evidence of any mental disorder may not be admitted into evidence or considered by the hearing panel in any disciplinary proceeding.

**Referral for Evaluation**

6. The Vice President for Student Services may refer a student to the College Director of Counseling for counseling or assessment of need to be referred for evaluation by an independent licensed psychiatrist or psychologist chosen by the institution if the Vice President reasonably believes that the student may meet the criteria set forth in Section One or if a student subject to disciplinary charges wishes to introduce relevant evidence of any mental disorder.

7. Students referred for evaluation in accordance with this Section shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The evaluation must be completed within five (5) business days from the date of the referral letter unless an extension is granted by the Vice President in writing. Students may be accompanied by a licensed psychologist or psychiatrist of their choice, who may observe, but not participate in, the evaluation process. Legal representation will not be permitted.

8. Any pending disciplinary action may be withheld until the evaluation is completed at the discretion of the Vice President for Student Services.

9. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis, as set forth in Sections 10-13, or referred for disciplinary action, or both.

**Interim Withdrawal**

10. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation, as provided by Sections 5 and 6 of these standards and procedures. Also, an interim withdrawal may be implemented immediately if the Vice President for Student Services determines that a student may be suffering from a mental disorder and the student's behavior poses an imminent danger of:

    (a) causing serious physical harm to the student or others, or,
    (b) causing significant property damage or directly and substantially impeding the lawful activities of others.

11. A student subject to an interim withdrawal shall be given written notice of the withdrawal either by personal delivery or by certified mail and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the Vice President for Student Services, or a designee within two (2) business days from the effective date of the interim withdrawal, in order to review the following issues only:

    (a) the reliability of the information concerning the student's behavior;
    (b) whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others; causing significant property damage or directly and substantially impeding the lawful activities of others;
    (c) whether or not the student has completed an evaluation in accordance with these standards and procedures.

12. A student subject to interim withdrawal may be assisted in the proceedings specified in Section 11 by a family member and a licensed psychologist or psychiatrist, or in lieu of a licensed psychologist or psychiatrist, or by a member of the faculty or staff of the college. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student. Students will be expected to speak for themselves whenever possible.

13. An informal hearing, as provided in Section 14, will be held within seven (7) business days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two (2) business days after the student submits a proper request for an appointment. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the Vice President for Student Services.

**Informal Hearing**

14. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Vice President for Student Services or a designee. The following guidelines will be applicable:

    a. Students will be informed in writing of the time, date, and location of the informal hearing, either by personal delivery or certified mail, at least two (2) business days in advance.

b. The entire case file, including an evaluation prepared pursuant to Section 5 of these standards and procedures, and the names of prospective witnesses will be available for inspection by the student in the Vice President for Student Services' office during normal business hours. The file, which should be available at least two (2) business days before the informal hearing, need not include the personal and confidential notes of any college official or participant in the evaluation process.

c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The Vice President for Student Services or designee shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

d. The student may choose to be assisted by a family member and a licensed psychologist or psychiatrist, or, in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student.

e. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions or any individual appearing at the informal hearing, as well as to present relevant evidence.

f. A tenured faculty member will be appointed to review and challenge any evaluation containing a recommendation for involuntary withdrawal. The faculty member will be selected in advance by the Chairperson of Faculty Association (or other appropriate faculty body). The faculty member shall be given notice of the informal hearing and access to the case file in accordance with sections (a) and (b) of this Section. Furthermore, the faculty member will be given reasonable time at the hearing to ask relevant questions and to present relevant evidence designed to challenge the involuntary withdrawal recommendation.

g. Whenever possible, the student will be expected to respond to questions asked by the Vice President for Student Services or designee. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Vice President or designee could draw a negative inference from their refusal which might result in their dismissal from the institution in accordance with these standards and procedures.

h. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.

i. The mental health professional who prepared the evaluation pursuant to Section Five of these standards and procedures may be expected to appear at the informal hearing and to respond to relevant questions, upon request of any Party, if the Vice President or designee determines that such participation is essential to the resolution of a dispositive issue in the case.

j. The Vice President for Student Services or college official and the mental health professional who prepared the evaluation to appear at the informal hearing and to

present evidence in support of any withdrawal recommendation. Such evidence will not be presented by legal counsel for the college.

k. The informal hearing shall be tape recorded by the Vice President or designee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the institution.

l. The decision of the Vice President or designee shall be final and binding and the policies of involuntary withdrawal in force as determined in Section (m) below.

m. A written decision shall be rendered by the Vice President or designee within five business days after the completion of the informal hearing. The written decision, which should be mailed or personally delivered to the student, should contain a statement of reasons for any determination leading to involuntary withdrawal. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.

n. Students subject to Involuntary Administrative Withdrawal who may wish to review or appeal administrative decisions determined in Section (l) above, may do so by following the standard procedures outlined in the section labeled Student Appeal Procedures.

**Student Appeal Procedures**

The following procedures are applicable in instances where students wish to review academic or grading decisions or other institutional decisions which directly affect a student or students and over which the college district has jurisdiction:

1. Within fourteen (14) days of the notification of academic deficiency or misconduct, the student should meet informally with the individual with whom the matter originated.

2. If the matter is not resolved in Step 1, the student may file a formal written appeal within fourteen (14) days from Step 1. The appeal should be filed with the Division Manager or the administrator directly responsible for the area from which the grade or incident originated.

3. If the appeal is not resolved in Step 2, within fourteen (14) days the student may appeal to either the Vice President of Instruction and Curriculum or Vice President for Student Services.

4. If the appeal is not resolved in Step 3, within fourteen (14) days the student may appeal to the Student Discipline Committee.

5. If the appeal is not resolved in Step 4, within fourteen (14) days the student may appeal to the College President.

6. If the appeal is not resolved in Step 5, within fourteen (14) days the student may appeal to the Board of Trustees.

**Readmission**

Students who have been required to leave by reason of academic deficiency or misconduct may petition for readmission to the program or the college no sooner than one term following official notification of dismissal. Such petition by the student should follow the Student Appeal Procedure.

Readmission will be granted only upon an affirmation showing that the student possesses the requisite ability and that the prior academic deficiency does not indicate a lack of capacity to complete the course of study in the program and/or college. The burden of making such a showing rests with the petitioning student. In general, a petition for readmission must include a showing of extraordinary and compelling circumstances which adversely and severely affected the petitioner's ability to meet the academic standards of the program and/or the college. A petitioner must resubmit all the admission materials required for a first-time admission unless this requirement is waived by the Vice President for Student Services. A petitioner shall be granted a personal appearance upon timely request before the Student Discipline Committee.

A petitioner for readmission whose petition has been denied by the Committee may request a rehearing before the President of the College and/or the Board of Trustees in accordance with the Student Appeal Procedure. A request for a rehearing must affirmatively show:

1. New or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely and severely affected the petitioner's ability to meet the academic standards, or

2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the Board of Trustees is final and is not subject to review.

**Readmission of Students in Good Standing**

Students, full- or part-time, degree or non-degree seeking, who have left East Central College for reasons other than acacemic deficiency or misconduct may re-enter the college by completing the following steps:

1. Prior to the beginning of the term in which the student plans to return to school, the student must complete an application for readmission and submit it to the office of Student Services.

2. A student must demonstrate that he/she is in good academic standing.

3. A student must indicate that he/she has not been requested to leave the college because of misconduct.

The application for readmission will be considered by the standards in place at the time the application is submitted to the Office of Student Services. At the district's discretion, the student may be required to complete all steps necessary for initial admittance to the district if such a requirement is considered in the best interest of the district and/or the student. Students who have been away from college for an extended period of time may be required to repeat courses in which content has changed significantly before being allowed to pursue a degree program or one-year certificate.

Every student who re-enters the college after absence of one term or more and who re-enters in good standing may be required to submit to a physical or psychological examination if it is in the best interest of the student and/or the district. The determination of such a requirement will be made by the Vice President for Student Services.

**Documentation of Student Discipline Actions**

The following standard procedures indicated below should be followed for faculty and/or staff involved with any disciplinary actions with a student.

1. Immediately notify the Vice President for Student Services or designee of the incident.

2. Written documentation of all incidents should be sent to the Vice President for Student Services or designee. The documentation should contain vital information such as names, dates, times and other pertinent data.

3.10 **Housing Policy** (Revised January 3, 1972; Reaffirmed December 2, 1991)

3.10.1 The Student Services Division of East Central College will maintain a current list of accommodations to assist students in securing adequate housing regardless of their color, race, creed, or national origin.

3.11 **Political Activities Use of College Property** (Revised January 6, 1997)

4.27.1 Election advocacy expenditures prohibited. No person shall make any contribution or expenditure of any college funds or use any property of the college to advocate, support, or oppose any ballot measure or candidate for public office. The use of college property to host candidates or sponsor events on an unbiased and non-partisan basis for educational purposes shall not be deemed prohibited by this provision.

4.27.2 Endorsements. No person shall make any endorsement for any political candidate on behalf of the college or imply that such endorsement exists, nor shall any private activity of any person employed by or associated with the college be deemed to be such an endorsement.

4.27.3 Candidate debates and events. For educational purposes designed to inform voters, the college may invite candidates to visit the campus to speak or debate. Invitations shall be made only by the College President or designee and shall be based upon a non-discriminatory non-partisan basis limited only by the need to provide a fair and workable forum. No changes in the normal schedule of college activities will be made for these events.

4.27.4 Disruption of educational process prohibited. No activities on college property shall be permitted to disrupt the educational process, destroy college property, or interfere with the rights of others on campus. Non-classroom activities shall be located and conducted so as to comply with this policy.

4.27.5 Employee candidacy. No employee of the college shall engage in any activity promoting his or her own candidacy for public office during any hours in which he or she is acting on behalf of the college.

4.27.6 Use of College Facilities. Use of classrooms or other campus facilities for private non-profit purposes shall be permitted only by written permission of the College President or designee. Except in special circumstances, the use of the classrooms or other facilities shall be requested at least five (5) days in advance. Use shall be subject to all College rules and regulations, compliance with all applicable laws, and scheduling availability. Use of facilities by the college shall take precedent over any request for use of the facilities.

3.12 **Release of Information About Students Policy** (Revised July 7, 1975; Reaffirmed December 2, 1991)

3.12.1 The following policy on the release of information about students is the official policy of East Central College and is in accordance with the Family Educational Rights and Privacy Act of 1973. In general, this legislation provides that a student over 18 years of age or the parents of a student under 18 years of age are to be granted access to the student's school records.

3.12 **Release of Information About Students FERPA Procedure** (Revised June 10, 1996)

**See brochures and forms available from the Vice President, Student Services.**

3.12.1 **Student Records Rules and Procedures for East Central College.**

Definitions

For the purposes of this policy, East Central College has used the following definitions of terms:

Student - any person who attends or has attended East Central College

Educational Records - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by East Central College or an agent of the college which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker or the record is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

2. Records created and maintained by the East Central College Security department for the law enforcement purposes.

3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available to those persons providing the treatment.

5. Alumni records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student.

ANNUAL NOTIFICATION

Students will be notified of their FERPA rights by publication in the college catalog, student handbook, and will be provided a brochure at time of registration.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate custodian.

Student should submit to the records custodian or an appropriate college staff person a written request which identifies as precisely as possible the records he or she wishes to inspect.

The records custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

LIMITATION ON RIGHT OF ACCESS

1. The financial statement of the student's parents.

2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.

3. Records connected with an application to attend East Central College or a component unit of East Central College if that application was denied.

4. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

East Central College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of East Central College.
2. The student has an unpaid financial obligation to East Central College.
3. There is an unresolved disciplinary action against the student.
4. The education record is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)

**TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS**

| Types | Location | Custodian |
|---|---|---|
| Admissions Records | Registrar's Office | Registrar |
| Advisement Records | Faculty Office | Advisor |
| Cumulative Academic Records | Registrar's Office | Registrar |
| Financial Aid Records | Financial Aid Office | Director of Financial Aid |
| Financial Records | Business Office | Vice President, Financial Services |
| Placement Records | Career Services | Coordinator, Career Services |
| Progress Reports | Faculty Office | Instructor |
| Occasional Records | Student Services | Vice President, Student Services |
| Disciplinary Records (Student education records not included in the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.) | The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review. | College staff person who maintains such occasional systems records |

DISCLOSURE OF EDUCATION RECORDS

East Central College will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.

   A school official is:

   - A person employed by the college in an administrative, supervisory, or academic or research, or support staff position, including health or medical staff.
   - A person elected to the Board of Trustees.

- A person employed by or under the contract to the college to perform a special task, such as the attorney or auditor.
- A person who is employed by the College Security unit.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. The student will be notified in writing of such requests.
3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities if specifically required by state law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To organizations to carry out their functions.
8. To parents of the eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the college.

12. The results of any disciplinary proceeding conducted by the college against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

## RECORD OF REQUESTS FOR DISCLOSURE

East Central College will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

## DIRECTORY INFORMATION

East Central College designate the following items as Directory Information: student name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended. The college may disclose any of these items without prior written consent, unless notified in writing to the contrary.

## CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must submit a written statement to the Vice President, Student Services, or designee of East Central College to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.

2. East Central College may comply with the request or it may decide not to comply. If it decides not to comply, East Central College will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, East Central will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. East Central College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If East Central College decides that information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

7. If East Central decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

8. The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If East Central College discloses the contested portion of the record, it must also disclose the statement.

3.13 **Complimentary Passes Policy** (Adopted December 3, 1968) **and Senior Citizen Passes Policy** (Revised February 9, 1982; Reaffirmed December 2, 1991; Revised January 6, 1997)

3.13.1 Complimentary passes to college activities are given to all college employees and family and Board members. In certain professional programs brought to the campus, the passes will not be honored.

3.13.2 Complimentary passes will also be given to certain other individuals who have been or are in service to the college.

3.13.3 East Central College participates in Missouri's Senior Citizen Discount Program. Holders of the Senior Citizen Card must be in-district and over 60 years old to receive a waiver of tuition. Senior Citizen Card holders will also be admitted free to athletic events and receive a discount on the cost of some Patron of the Arts events on a space-available basis.

3.14 **Student Right-to-Know and Campus Security Act at East Central College Policy**

3.14.1 The Public Law 101-524, The Student Right-to-Know Act and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments is policy for East Central College.

3.14 **Student Right-to-Know and Campus Security Act at East Central College Procedure**

The Student Right-to-Know and Campus Security Act as amended by the Higher Education Technical Amendments of 1991 (Pub. L. 102-26) (the Act) requires institutions to commence collecting certain information in July and August 1991.

**Overview**. The following information pertains to the Student Right-to-Know and Campus Security Act:

- The disclosure of a completion of graduation rate under Section 103 of the Act must now be made for certificate or degree-seeking, full-time undergraduate (previously graduate and undergraduate) students entering the institution. Pub. L. 102-26 also clarifies that beginning July 1, 1993, this disclosure is to be made annually for the one-year period ending on June 30 of the preceding year.

- The Department has interpreted certain changes made by Pub. L. 102-26 to Section 103 of the Act to also apply to Section 104 of the Act. The annual disclosures to a potential student athlete, his or her parents, guidance counselor and coach (et al), are also the rates of undergraduates only (previously graduates and undergraduates); are reported as of June 30 of the preceding year; and are reported annually to the Secretary under Section 104 of the Act, with the first report to the Secretary and disclosures to potential student athletes et al due on July 1, 1993.

- If granted a waiver by the Secretary, an institution that is a member of an athletic association or athletic conference that has voluntarily published completion or graduation rate data or has agreed to publish data that, in the opinion of the Secretary, is substantially comparable to the information required to be disclosed under Section 104 of the Act, may use such data to satisfy the disclosure requirements of Section 104 of the Act.

- The date was changed from September 1 to August 1, for an institution to begin to collect information with respect to campus crime and security policies under Title II of the Act. Disclosures of crime statistics and security policies are still to be made beginning September 1, 1992, and each year thereafter on September 1. Information is to be collected for the period from August 1 through July 31, with the first year to begin August 1, 1991, through July 31, 1992.

- The description of "years" for which the crime statistics under Section 485 (f) (1) (F) of the Higher Education Act of 1965, as amended, are to be provided was changed from "school" year to "calendar" year. Thus, instead of "the most recent school year and during the two preceding school years for which data are available," the law now states "the most recent calendar year, and during the two preceding calendar years for which data are available." Further information about these years is provided later in this document.

**Title I of the Act: Section 103 Requirements**

Section 103 of Title I of the Act requires in titutions to produce and make readi available to current students, and to each prospective student enrolling or entering in any financial obligation the completion or graduation rate of certificate or degree-seekin full-time undergraduate students entering that institution. The institution must make th information available beginning July 1, 1993, and annually thereafter on July 1. T period of time covered by each report is the one-year period ending on June 30 of t preceding year. Thus, for the first report, which is due July 1, 1993, the institution w report the completion or graduation rate of the period July 1, 1991, through June 3 1992. As discussed later in this document, the time when an institution is capable disclosing the completion or graduation rate specified by the Act depends upon the leng of the institution's program(s).

In order to calculate this rate, an institution ust establish a "cohort" of students follow. For the first disclosures on July 1, 19 institutions should establish a cohort certificate or degree-seeking, full-time under duate students entering that institut For institutions that operate on a continuous llment basis, this cohort should inc all full-time undergraduate students who er the institution from July throu September 1991. For all other institutions, t cohort should be established using Fall, 1991, enrollment, and any students enr ed between July 1, 1991, and the F 1991, enrollment who continued into Fall enro nent.

The following students may be dropped from e cohort for calculating a completion graduation rate:

1) Students who leave school to serve in the Armed Services

2) Students who leave school to serve on official church missions, or

3) Students who leave school to serve with recognized foreign aid service of the Fede Government.

The Secretary recommends use of the following definitions (from existing regulations estab ish the cohort.

- **A certificate or degree-seeking student** is a regular student as defined Section 6686.2 of the Student Assistance General Provisions Regulations (34 CI Part 668), who is a person enrolled or accepted for enrollment at an institution for t purpose of obtaining a degree, certificate, or other recognized educational credent offered by that institution.

- **A full-time student** is defined in Section 690.2 of the regulations governing t Pell Grant Program (34 CFR Part 690) and Sections 674.2, 675.2, and 676.2 of t regulations governing the campus-based programs (34 CFR Parts 674, 675, a 676), as an enrolled student who is carrying a full-time academic work load (oth than by correspondence) -- as determined by the institution -- under a standa applicable to all students enrolled in a particular program. However, an institutio full-time standard must equal or exceed one of the following minimum requirements

    1) 12 semester hours or 12 quarter hours per academic term in an institution using semester, trimester, or quarter system;

2) 24 semester hours or 36 quarter hours per academic year for an institution using credit hours but not using a semester, trimester, or quarter system, or the prorated equivalent for a program of less than one academic year;

3) 24 clock hours per week for an institution using clock hours;

4) In an institution using both credit and clock hours, any combination of credit and clock hours where the sum of the following fractions is equal to or greater than one:

$$\frac{\text{Number of clock hours per term}}{12} + \frac{\text{Number of clock hours per week}}{24}$$

5) A series of courses or seminars which equals 12 semester hours or 12 quarter hours in a maximum of 18 weeks, or

6) The work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student

- **An undergraduate student** is defined in Section 690.2 of the Pell Grant regulations (34 CFR Part 690) and Section 674.2, 675.2, and 676.2 of the regulations governing the campus-based programs (34 CFR Parts 674, 675, and 676), as a student enrolled in an undergraduate course of study at an institution of higher education who --

  1) Has not earned a baccalaureate or first professional degree; and

  2) Is in an undergraduate course of study which usually does not exceed four (4) academic years, or is enrolled in a 4 to 5 academic year program designed to lead to a first degree. A student enrolled in a program of any other length is considered an undergraduate student for only the first four (4) academic years of that program.

- **The term "entering the institution"** means a student who is enrolled or accepted for enrollment for the first time at <u>any</u> institution of higher education. The student may not enter with earned credits, except those earned while enrolled in high school through advanced placement in postsecondary education, or earned in that institution in the summer preceding the Fall enrollment.

- **The term "entering into any financial obligation"** means the student's entering into any financial obligation at the institution related to the student's program of study, e.g., the obligation to pay tuition and fees, the execution of an enrollment contract, or the execution of a Title IV or institutional loan.

- **One hundred and fifty percent of normal time for completion or graduation** is defined as follows:

  For an institution whose programs are four years in length, 150 percent of normal time for completion or graduation is six years (72 months). For an institution whose programs are two years in length, 150 percent of normal time for completion or graduation is three years (36 months). For an institution whose programs are nine months in length, 150 percent of normal time for completion or graduation is 14 months (for 12-month programs, 18 months, etc.).

- **An educational program** is defined in Section 600.2 of the regulations governing institutional eligibility (34 CFR Part 600) and is a legally authorized postsecondary program of organized instruction or study which leads to an academic or professional degree, vocational certificate, or other recognized credential. However, the Secretary does not consider that an institution provides an educational program if the institution does not provide instruction itself (including a course of independent study) but merely gives credit for one or more of the following: Instruction provided by other institutions or schools, examinations provided by agencies or organizations, or other accomplishments such as "life experience."

The statute also directs that in calculating this rate, a student is counted as having completed or graduated (1) if the student completed or graduated within 150 percent of the normal time for completion of or graduation from the program, or (2) if within 150 percent of the normal time for completion or graduation, the student enrolled in any program at an eligible institution for which the prior program provided substantial preparation. A student who has completed or graduated is a student who (a) received a degree, certificate or other recognized educational credential from the institution, or (b) a student who transfers from that institution to a higher level program at another eligible institution for which the prior program provided substantial preparation.

With respect to changing programs (not transferring to a higher level program), if a full-time undergraduate student entered the institution under program A, but later transferred into program B at the same institution, for cohort purposes the student should be followed from entry into the cohort educational credential under program B. The student would be considered to have completed or graduated since he or she received a degree or certificate, even though the educational credential was granted from a program different from that in which he or she originally enrolled; in other words, once in a cohort, the change of programs does not alter the student's presence in the cohort. Similarly, if the student receives a degree, certificate or other recognized educational credential from an institution and later receives another degree, certificate or other recognized educational credential from the same institution, for cohort purposes the student is counted as receiving a degree, certificate or educational credential for the first time only. For example, if a student receives an associate degree and two years later receives a baccalaureate degree at the same institution, for cohort purposes the student would only be included in the completion or graduation rate for receipt of the associate degree.

**Persistence Rate and Timetable for Completion or Graduation Rate**

As previously indicated, the Act requires an institution to provide a completion or graduation rate on July 1 of each year (for the first year, July 1, 1993). Because the statute requires calculations for that rate to cover the one-year period ending June 30, 1992, an institution must begin to collect data on July 1, 1991. On July 1, 1993, all institutions must provide the completion or graduation rate as specified by the Act. The Department recognizes that the publication of a completion or graduation rate on July 1, 1993 (for the period July 1, 1992 through June 30, 1992) will not be possible for institutions for whom 150 percent of normal time for completion or graduation has not lapsed. In lieu of publishing a completion or graduation rate, these institutions will be permitted to publish a persistence rate or permit a gradual implementation of the Act. The persistence rate is the percentage of students in the cohort who re-enrolled each successive year until completion or graduation. In order to be counted in the persistence rate, a member of the cohort must re-enroll for the period for which the following cohort will be established. The period for which a cohort is established depends upon whether or not an institution operates on a continuous enrollment basis. Another part of this document discusses the appropriate time period. For each year thereafter, the institution should follow the 1991 cohort and be able to provide a persistence rate until such time that the successive cohorts would be tracked in a similar manner. The Secretary strongly recommends that institutions provide this persistence rate in order to comply with the Act.

An institution is considered by the Department as capable of providing the completion or graduation rate specified by the Act based upon the length of an institution's program(s). The Department considers institutions capable of providing the rate as specified in the Act as follows:

1. An institution whose programs are six months in length must provide the completion or graduation rate on July 1, 1993, for the cohort established for the period July 1, 1991, through June 30, 1992.

2. An institution whose programs are nine months or one year in length must provide the completion or graduation rate on July 1, 1994, for the cohort established for the period July 1, 1991, through June 30, 1992.

3. An institution whose programs are two years in length must provide the completion or graduation rate on July 1, 1995, for the cohort established for the period July 1, 1991, through June 30, 1992.

4. An institution whose programs are four years in length must provide the completion or graduation rate on July 1, 1998, for the cohort established for the period July 1, 1991, through June 1992.

5. An institution whose programs are five years in length must provide the completion or graduation rate on July 1, 2009 for the cohort established for the period July 1, 1991, through June 30, 1992.

6. An institution whose programs vary in length must provide the completion or graduation rate at the time that 150 percent of the normal time for completion or graduation has lapsed for the program of greatest length. For example, if an institution's programs are for four and five years in length, the institution must provide the normal time for completion or graduation has lapsed for the five year programs, i.e., July 1, 2000, for the cohort established for the period July 1, 1991, through June 30, 1992.

**Title I of the Act: Section 104 Requirements.**

Section 104 of the Act requires institutions that award athletically-related student aid to provide certain disclosures to a potential student athlete, his or her parents, guidance counselor, and coach and to report certain information to the Secretary. A potential student athlete is an individual who contacted the institution for the purpose of requesting information concerning the participation in the institution's athletic programs and/or financial assistance available on the basis of participation in these programs, or whom the institution contacted for recruitment to the institution's athletic programs. The requirements for calculating a completion or graduation rate under Section 103 of the Act previously iterated are also strongly recommended for the calculation of a completion or graduate rate under Section 104 of the Act, where applicable. The statute allows the same exclusions under Section 104 that apply to Section 103. These are exclusions for students who leave school to serve: in the Armed Services, on official church missions, or with a recognized foreign aid service of the Federal Government. If granted a waiver by the Secretary, institutions which are members of an athletic association or athletic conference that has voluntarily published completion or graduation rate data or has agreed to publish data that, in the opinion of the Secretary, is substantially comparable to the information required under Section 103 may use these completion or graduation rate data to meet the completion or graduation rate requirements of Section 103 and 104 of the first year of implementation of the Act.

An institution may use the persistence rate method discussed above to meet the requirement of the statute to provide an average completion or graduation rate for the four most recent completing or graduating classes of students who received athletically related student aid. This persistence rate must be an average rate (except for the first year) and broken down by race and sex in the following sports: baseball, football, baseball, cross country/track, and all other sports combined. This persistence rate may only be provided until the completion or graduation rate required by the Act and any described in this document can be provided.

**Requirements of Title II of the Act**

Title II of the Act is the Crime Awareness and Campus Security Act of 1990. This Act requires an institution to begin to collect certain information described below commencing on August 1, 1991. It also requires that the institution prepare, publish, and distribute this information to all current students and employees, and to any applicant for enrollment or employment, upon request, beginning September 1, 1992, and each year thereafter. This information is:

(A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

(B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

(C) A statement of current policies concerning campus law enforcement, including --

(i) the enforcement authority of security personnel, including their working relationship with state and local police agencies; and
(ii) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

(D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

(E) A description of programs designed to inform students and employees about the prevention of crimes.

(F) Statistics concerning the occurrence on campus, during the most recent calendar year, and during the two preceding calendar years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies --

(i) murder;
(ii) rape;
(iii) robbery;
(iv) aggravated assault;
(v) burglary; and
(vi) motor vehicle theft.

(G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

(H) Statistics concerning the number of arrests for the following crimes occurring on campus:

(i) liquor law violations;
(ii) drug abuse violations; and
(iii) weapons possessions.

(I) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws and a description of any drug or alcohol abuse education programs as required under Section 1213 of the Higher Education Act of 1965, as amended. Section 1213 of this Higher Education Act (HEA) of 1965, as amended, contains the drug free campuses requirements added by section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

As indicated above, Title II of the Act requires an institution to provide these disclosures to prospective and current students and employees. Examples of appropriate publications or mailings for the disclosure of the institution's crime security policies and statistics are the institution's catalog, a student handbook, a crime prevention manual or brochure, an information leaflet, etc.

The Act requires the collection and disclosure of crime statistics under section 485 (f) (1) (F) of the HEA of 1965, as amended (paragraph (F) above) for the period August 1 through July 31 for each of three years. Data to be disclosed on September 1, 1992, should be that collected for August 1, 1991, through July 31, 1992, and any two preceding years for which data are available. For the first year only (in other words, for the September 1, 1992, disclosures) the preceding year data may be for any time period, e.g. January through December, August through July, etc.; these years, however, may not overlap one another. The Act further requires the collection and disclosure of statistics regarding arrests for certain crimes under section 485 (f) (1) (H) of the HEA of 1965, as amended, (paragraph (H) above) for the period August 1, 1991, through July 31, 1992, for disclosure on September 1, 1992. Each year on September 1 when disclosure is required, three years of data will be given under Section 485 (f) (1) (F) of the HEA of 1965, as amended, but only one year's data will be given under Section 485 (f) (1) (H) of that Act.

Section 204 of the Act defines a campus as including:

(1) any building or property owned or controlled by the institution of higher education within the same reasonably contiguous geographic area and used by the institution in direct support of, or related to its educational purposes; or

(2) any building or property owned or controlled by student organizations recognized by the institution.

For example, if an institution rents space (e.g., the fourth floor of a building) to hold classes, and is responsible for a section of the parking lot for its students' use, the fourth floor of the building and the section of the parking lot provided to the institution's control, as provided by the statute under paragraph (l) above. If, for example, in an urban university setting a student is murdered while walking from one building to another, and the street on which the crime took place is publicly owned, the institution does not own or control that street, and therefore, is not required to disclose the crime. For institutions that have a wholly-owned campus outside of the United States, the statute provides that it be treated as a separate campus for Title II purposes.

Section 204 of the Act requires that an institution provide its students and employees a statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965, as amended. (Section 1213 of the HEA of 1965, as amended, contains the drug free campuses requirements added by section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226)). Institutions which currently describe their policies regarding drug and alcohol use in the materials they distribute annually to comply with regulations governing Drug-Free Schools and Campuses (34 CFR Part 86) do not have to repeat the information for Section 204 purposes, but a reference must be made to the materials containing those policies.

Section 204 of the Act also requires an institution to make timely reports to the campus community on the following crimes "reported to campus security authorities or local police agencies" that are considered to be a threat to other students and employees: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. Institutions should recognize that the term "campus security authorities" is broader than the term "campus police force." Specifically, the Department understands the term "campus security authorities" to include (1) any individual or entity specified in an institution's statement of campus security policy as the individual or entity to whom students and others should report criminal offenses, as well as (2) administration officials having primary responsibility for student and campus activities, such as student counselors, deans and campus residence directors. The institution must provide these reports in a manner that is timely and will aid in the prevention of similar crimes. The Secretary recommends that the institution meet with the institution's security personnel, and local and State law enforcement authorities to discuss what is reasonable in terms of the timely reporting of these crimes.

Attached are the following publications made available to you by the Federal Bureau of Investigation for complying with the statutory requirement to use the definitions found in those publications for the crime statistics information the institution must disclose under paragraphs (F) and (H) in this document: The Uniform Crime Reporting Handbook and the Hate Crime Data Collection Guidelines.

Title II of the Act requires the Secretary to amend the Program Participation Agreement (PPA) for the Title IV Programs to contain the new certification that the institution has established a campus security policy and disclosed certain statistical information concerning crimes on campus. Once an institution receives the PPA, the institution should promptly execute the agreement and return it to the Department.

3.15 **Articulation Agreement Policy** (Adopted October 1, 1973; Reaffirmed December 2, 1991)

3.15.1 The Articulation Agreement Between and Among the Public Institutions of Higher Education in the State of Missouri was approved in October of 1987. Guidelines for following the articulation agreement (Credit Transfer) follow:

3.15 **Articulation/Credit Transfer Procedure:**
**Credit Transfer: Guidelines for Student Transfer and Articulation Among Missouri Colleges and Universities (Missouri Coordinating Board for Higher Education, October, 1987)**

**Introduction**

The Coordinating Board for Higher Education is required by statute to "establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state." As a result, these guidelines are intended to assure that a student with a clear educational objective may complete a degree program in the shortest possible time, whether the student remains in one institution or transfers to another.

The Coordinating Board recognizes that each Missouri college and university has a responsibility for establishing and maintaining standards of expectations for students completing courses, programs, certificates, or degrees. It also recognizes that for effective and efficient transfer of credits between and among these colleges and universities, it is necessary to exercise this responsibility within the context of a statewide "system" of baccalaureate education. Effective articulation is based upon interinstitutional communication, a mutual respect for institutional integrity, a high degree of flexibility, procedures for identifying problems, and a mechanism for implementing appropriate solutions. Harmonious and equitable consideration of any problem which a student may encounter in moving from one college to another is an ultimate objective of these transfer guidelines.

**Applicability of Guidelines**

These transfer guidelines are applicable to course credits and related matters for undergraduate students who wish to transfer between Missouri public colleges and universities. The Coordinating Board also recommends these guidelines to Missouri independent institutions.

**Transfer Policy**

A. **Baccalaureate Degree Program.** Determination of the course requirements of the major for a baccalaureate degree, including introductory and related courses, is the prerogative of the four-year institution. The catalog of each four-year institution will state clearly the requirements for each degree program. When required, specific prerequisites will be designated and will be noted in conjunction with the course description. Transfer students who have completed prerequisites will not be required to duplicate study in the area. The catalog will specify any restrictions or limitations for additional major requirements.

A baccalaureate degree program or major consists of a coherent grouping of courses or subject area requirements in a specific discipline or program field. Generally, the number of credit hours required for a major extends from 30 to 48 semester credit hours but there may be exceptions to this rule in the case of highly specialized professions or disciplines, interdisciplinary studies, or majors in general liberal arts studies.

B. **General Education.** A student's first two years in college may include introductory courses and other courses which permit the student to explore areas of specialization that can be pursued at a later time at the baccalaureate level. In a two-year college transfer program, the courses should be adequate in content to be counted fully toward the baccalaureate degree for transfer students continuing in a particular field.

Each institution of higher education in Missouri fosters a program of general education. These general education programs typically follow one of three models, i.e., competency-based programs; topical or thematic programs; or distributional programs. Among Missouri's higher education institutions, especially in the public sector, virtually all general education programs are currently distributional in character and consist of a set of courses composed of a specific number of semester credit hours within a pattern of curricular areas of study. Although the general education requirement may vary from institution to institution, it represents an institutional statement, developed by the faculty and given ultimate validation by the college's administration or governing board, about the general body of knowledge and skills which should be possessed by the recipient of that college's degree.

Consistent with its mission, each public higher education institution in Missouri shall develop and shall promulgate a program of general education. After a Missouri institution of higher education has developed and published its program of general education, the integrity of that program will be recognized by other institutions within the state. However, for the purpose of facilitating transfer between institutions in the state, institutions shall accept in transfer a general education program of at least 39 semester credit hours which shall consist of, but not be limited to, the distribution of courses specified below and which shall satisfy Section 170.011 RSMo (1986). (With the exception of laboratory courses, all references to "courses" are assumed to be those which entail a minimum of three credit hours on a semester basis.) Such a distribution of courses shall be deemed as meeting the general education requirements of the receiving institution. This basic program shall consist of college-level (nonremedial) course work or its equivalent in each of the following curricular areas (see the section on credit by examination, experiential learning, and pass/fail credit for specific policies related to these practices):

1. Communication skills in the English language, three (3) courses -- at least two (2) of which must be written; one (1) oral communication course is recommended;

2. Humanities, three (3) courses from at least two (2) disciplines;

3. Physical and/or biological sciences, two (2) courses including at least one (1) with its associated laboratory component;

4. Mathematics, one (1) course -- college algebra, an alternative course that includes a significant component of college algebra, or a course which has college algebra as a prerequisite; and

5. Social and behavioral sciences, three (3) courses from at least two (2) disciplines.

All institutions shall recognize the validity of other institutions' general education requirements when the minimum requirements as specified above are met. However, some foreign language and/or upper division general education courses or upper division graduation requirements may be required by the receiving institution whenever all native students are obligated to satisfy the same requirements.

Baccalaureate professional schools or programs may specify exceptions to the credit hour and course distribution minimums established in this section by promulgating these exceptions and by establishing specialized articulation programs related to associate of science degrees as detailed in that section of these transfer guidelines. In these instances, transferring students are not exempt from satisfying the specialized lower division requirements of departments or divisions of an institution into which a student wishes to transfer.

C. **Associate Degrees**

1. **Associate of Arts Degree.** An associate of arts degree (AA) is a two-year degree which indicates the completion of a student's lower division general education requirements. It is also a specific transfer degree for entry, at the junior level, into the general range of baccalaureate degree programs offered by a four-year college or university.

   The receiving institution is not obligated to accept transfer credit which exceeds the minimum number of credits the sending institution has established for awarding the associate level degree. This degree is not normally awarded in a program area.

2. **Associate of Science Degree.** An associate of science degree (AS) is a specialized degree which is intended for transfer into a preprofessional program. It should result from careful planning and agreement between specific two- and four-year institution. These programs will be developed by consultation between sending and receiving institutions on a program-by-program basis. This process may involve changes in general education requirements. The following factors should be recognized.

   a) Junior standing is guaranteed to the transfer student only if curricular details have been agreed upon by the sending institution and the receiving institution, and junior standing can be guaranteed only if the student has received the appropriate AS degree.

   b) Students who receive a specialized AS degree do not automatically qualify for junior standing in any other program. If such students enroll in any other degree program, they may have to take additional general education courses. In evaluating the students' transcripts, the receiving institution will make every attempt to avoid duplication of effort and the imposition of unnecessary burdens upon the students.

3. **Associate of Applied Science Degree**. An associate of applied science degree (AAS) is the main occupationally oriented degree. The primary purpose of this degree is to prepare a student for entry into a particular occupation upon the completion of the degree. It is not intended as a transfer degree into a four-year program and contains courses which are not primarily designed for transfer. Students should expect the receiving institution to evaluate course credits on the basis of applicability of each course to the requirements of the students' major field of baccalaureate study. Each four-year institution is encouraged to develop admissions policies which will facilitate the transfer, and consider all factors indicating the success of transfer students who have the AAS degree, or a certificate. It is anticipated that the AAS degree will be the main degree used by colleges to describe non-transfer vocational programs.

4. **Other Associate Degrees**. All other associate degrees will be evaluated on a course-by-course basis.

D. **Transfer Without a Degree**. After an institution of higher education in Missouri has developed and published its program of general education in Missouri. Once students have been certified, at the request of the receiving institution or the students, as having completed satisfactorily the prescribed general education program of not fewer than 39 semester hours as specified in this document, no other institution of higher education in Missouri will require further lower division courses in their general education program except as provided in these guidelines. Students transferring without completing the prescribed general education programs shall be subject to the general education requirements of the receiving institution at the time of their admission to the institution.

E. **Admission of Transfer Students**

1. **Institutional Admission.** The core of any orderly transfer process is the mutual acceptance of the nature and purpose of the associate of arts degree. This degree shall be transferable upon:

   a) Completion of a minimum of 60 semester hours of college-level work oriented toward a baccalaureate degree;

   b) Completion of an institutionally approved general education program of not fewer than 39 semester hours as defined in the general education section of these guidelines:

   c) Achievement of a cumulative grade point average of not less than 2.0 (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0) provided that only the final grade received in courses repeated by the student shall be used in computing this average.

   Students holding associate of arts degrees oriented toward the baccalaureate degree with a grade point average of 2.0 or above, as validated by a regionally accredited associate degree granting institution, are admitted to a baccalaureate degree granting institution, but not necessarily to a baccalaureate degree program, as:

   a) Having junior standing; and

b) Having fulfilled lower division general education requirements. However, this provision does not exempt the student from meeting the specialized lower division requirements of departments or divisions of the school to which a student transfers provided such exceptions to the basic general education requirements have been promulgated in accordance with the general education and associate degree sections of these guidelines.

Students transferring without the associate of arts degree must meet the admission requirements of the receiving institution.

If any institution of higher education finds it necessary to select from among qualified transfer students, its criteria for admission will be stated in its official publications. Such publications will be on file with the Coordinating Board for Higher Education.

2. **Program Admission.** Transfer students will be admitted to programs based on the same criteria established for the native students of the receiving institution. Admission to a specific baccalaureate degree program may result in a different computation of the grade point average (GPA).

F. **Catalog.** Transfer students shall be subject to the same regulations regarding applicability of catalog requirements as native students. For example, if native students of the receiving institution are governed by the catalog in force at the time of their initial enrollment, provided subsequent enrollment is continuous, then the catalog of the receiving institution in effect at the time of the transfer student's initial enrollment in the sending institution will govern that student's degree requirements, provided that the student has had continuous enrollment and remains in the same degree program. If continuous enrollment has not been maintained, or if the student changes his/her program objective, the catalog in effect at the time of the student's most recent continuous enrollment in the sending institution or admission to the receiving institution, as applicable, shall be followed. If the receiving institution states that native students shall be governed by the catalog in effect at the time they are formally admitted to a degree program or at the time they achieve upper division status, then the same regulations shall apply to transfer students.

G. **Change in Major.** When students initiate changes in their stated major or degree objectives, those students assume full responsibility for meeting the specified new degree and/or major requirements. Students contemplating transfer from a two-year vocational/technical program into a baccalaureate program in the same field of study should expect additional major and degree requirements and should not expect automatic junior standing in the major. Students planning to transfer into a different field of study should seek pretransfer counsel from the sending or receiving institution regarding required courses in the program which they plan to pursue and the evaluation of credits already earned as they apply to the particular baccalaureate program to be pursued.

H. **Transfer of Credit.** Credit earned in or transferred from a community college shall normally be limited to approximately half the baccalaureate degree program requirement and to the first two years of the undergraduate educational experience.

I. **Transfer of Grades.** The academic record at a given institution will include all courses attempted. Grades of "D" or better earned in college-level work at an accredited or approved institution of higher education should receive full credit when transferred to another college or university. However, the receiving institution will treat all grades on courses attempted on the same basis as that of the native student. For example, if a native student is required to repeat a "D" grade in a specified course, a transfer student will also be required to repeat the "D" grade in the same course.

J. **Credit by Examination, Experiential Learning, and Pass/Fail Credit.** Pass/fail credit will be transferred and treated by the receiving institution in the same way pass/fail credit is treated for native students.

Advanced placement, credit by examination, and credit for experiential learning will be transcripted and clearly defined. Course equivalency for credit by examination may be listed as desired. The receiving institution shall transfer and treat credit earned through advanced placement, credit by examination, and credit for experiential learning in the same manner as it would for native students except that the integrity of the associate degree will not be invalidated.

The policies for awarding credit by examination and nontraditional learning vary from one institution to another. Each institution will publish information about its policies for awarding credit by nontraditional modes, including the name of tests which are used to assess credit, cut-off scores, deadline dates for submission of scores to the receiving institution, and restrictions on the time interval permitted to receive current credit for a course taken some years previously.

K. **State Certification or Statutory Requirements.** In the process of earning a degree, students must complete requirements for that degree and sometimes, as in the case of teacher education programs, must also meet state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards. For detailed information, see the East Central College catalog.

**Review Procedures**

A. **Committee on Transfer and Articulation.** The Coordinating Board for Higher Education has established a Committee on Transfer and Articulation, consisting of seven members, with responsibility to oversee the implementation of the guidelines as set forth in this policy statement.

The Committee on Transfer and Articulation will be composed of six (6) members appointed by the Commissioner of Higher Education and shall consist of two representatives from the public two-year college sector and one representative from each of the following higher education sectors: independent two-year college; independent four-year college; public four-year college; and the University of Missouri. In addition, the Commissioner or a designated representative will sit as an ex officio voting member of the committee and shall serve as chairperson.

The Committee on Transfer and Articulation is encouraged to seek the counsel of faculty and other institutional representatives in the performance of its functions. Those functions shall include the following:

1. Conducting a continuing review of the provisions of the college transfer guidelines and recommending such revisions as are needed to promote the success and general well-being of the transfer student

2. Reviewing and making recommendations concerning transfer issues brought before it by institutions

3. Recommending modifications of institutional policies and procedures which, in the committee's judgment would enhance and facilitate the transfer of students

4. Studying nontraditional credits and developing transfer guidelines for them

5. Systematically soliciting suggestions and data from administrators, faculty, and students concerning matters of transfer

6. Developing a job description for the articulation officer's position. After the job description has been developed, the president of each institution will appoint an articulation officer and inform the Commissioner of Higher Education who this person is

7. Developing a statement of student transfer rights and responsibilities

8. Monitoring both the sending and receiving institutions to determine whether they are informing transfer students of their rights and responsibilities

9. Reviewing and recommending resolution of individual cases of appeals from students who have encountered difficulties in transferring from one Missouri postsecondary institution to another and who have exhausted all local remedies

10. Preparing and submitting to the Coordinating Board for Higher Education, for such action and distribution as the Coordinating Board deems appropriate, an annual report of committee meetings, as well as actions and recommendations, including a report of student appeal cases. The chairperson must convene the committee at least once a year; and

11. Establishing committee rules of procedure and meeting on the call of the chairperson as is necessary to perform its functions.

B. **Appeal Process.** Each receiving institution of higher education shall have an internal process of appeal available to transfer students for purposes of challenging institutional decisions on the acceptance of the students' credits in transfer. The process shall include no more than three (3) levels of appeal. The receiving institution shall publish in its catalog or otherwise provide to each transfer student a statement of appeal rights and procedures internal to the institution. A copy of that formal statement shall be furnished to the Committee on Transfer and Articulation. If a transfer student's appeal challenge is denied by the institution after all appeal steps internal to the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the Committee on Transfer and Articulation.

Appeal to the Committee on Transfer and Articulation shall be by the following procedures:

1. Appeal to the Committee on Transfer and Articulation is to be initiated by the affected student only after all other remedies have been exhausted without resolution of the issue at the receiving institution. The appeal process is initiated when the student informs the Committee on Transfer and Articulation in writing of the reason for the appeal.

2. The committee shall promptly notify the chief executive officer of the relevant institution(s) of higher education of the appeal and invite the institution(s) to submit documentation for the decision being appealed by the student. Documentation shall be submitted by the relevant institution(s) within fifteen (15) days of notification by the committee.

3. The chairperson of the committee shall convene the appeals committee within thirty (30) days, if possible, but in no event later than ninety (90) days, of the receipt of an appeal for the purpose of considering the information presented by the student and the institution(s). Both the student and the institution(s) shall be notified of the committee's meeting time and location. The student and the institution(s) will have the opportunity to make an oral presentation to the appeals committee if either desires to do so.

4. In the event an appeal is filed involving a campus represented on the Committee on Transfer and Articulation, the Commissioner shall, for the purpose of considering the appeal, appoint an interim member of the committee from the same sector.

5. The committee's consideration of the appeal shall include, but not be limited to, the compliance of the institution(s) with the guidelines set forth in this rule, the student's compliance with the guidelines set forth in this rule, and the student's rights and responsibilities statement.

6. The committee chairperson shall inform the chief executive officer of the relevant institution(s) and the student of the committee's determination and recommend that the chief executive officer of the institution(s) implement the committee's recommendation.

7. The chief executive officer of the institution(s) shall inform the chairperson of the appeals committee within thirty (30) days of the action taken in regard to the committee's recommendation.

8. The committee's recommendation and the action taken by the institution(s) shall be reported to the Coordinating Board by the Commissioner of Higher Education.

**Definitions**

A. **Baccalaureate Degree Program.** The major required for the awarding of a baccalaureate degree.

B. **Bachelor's Degree or Baccalaureate Degree.** Any earned academic degree carrying the title of bachelor, normally requiring at least four but not more than five years of full-time equivalent college-level work.

C. **Commissioner.** The Commissioner of Higher Education as appointed by the Coordinating Board for Higher Education.

D. **Coordinating Board.** The Coordinating Board for Higher Education established by Section 173.005.2 RSMo (1986).

E. **Degree or Certificate.** An award or title conferred upon an individual by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program or course of study.

F. **General Education Program.** A prescribed course of study as defined by institutional faculty and validated by the institution's administration or governing board, distinct from a program major, required of all graduates and intended to ensure that all graduates possess a common core of college-level skills and knowledge.

G. **Guidelines.** As used in the context of this statement, guidelines means the expected course of action or set of circumstances that apply to decision making in which transfer of credit is involved.

H. **Institution of Higher Education.** As used in the context of these guidelines, institution of higher education means an educational institution under either public or private control which provides a postsecondary course of instruction at least six months in length leading to or directly creditable toward a degree or certificate and which is accredited either by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools or another regional accrediting association.

I. **Junior Standing.** The student level attained upon satisfactory completion of at least half of the credit hour requirements for completion of a bachelor's degree, usually at least 60 but less than 90 student credit hours.

J. **Lower Division.** Courses at a level of comprehension usually associated with freshman and sophomore students and offered during the first two years of a four-year baccalaureate degree program.

K. **Major.** A prescribed course of study which constitutes an area of specialization leading to a recognized certificate or degree.

L. **Native Student.** A student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

M. **Receiving Institution.** The institution of higher education at which a transfer student currently desires to enroll and to have previously earned credit applied toward a degree program.

N. **Semester Credit Hour.** A permanently transcripted instruction activity in which one semester credit hour shall consist of a minimum of seven hundred fifty (750) minutes (for example, 15 weeks x 50 minutes per week) of classroom experiences such as lecture, discussion, or similar instructional approaches, or a minimum of one thousand five hundred (1500) minutes of such experiences as laboratory, studio, or equivalent experiences. Both of the above are exclusive of registration and final examination time. Greater amounts of supervised practicum or internship instruction are normally required to be the equivalent of one credit hour. In vocational education laboratories more clock hours per credit hour are usually required.

O. **Sending Institution.** The institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

P. **Transfer Student.** A student entering an institution for the first time with academic credit earned at another institution which transferable academic credit was earned.

Q. **Upper Division.** Courses at a level of comprehension usually associated with junior and senior students and offered during the last two years of a four-year baccalaureate degree program.

# FINANCE AND ADMINISTRATION

4.1 **Accounting System Policy** (Adopted June 1, 1987; Reaffirmed December 2, 1991; Revised January 6, 1997)

4.1.1 **General.** East Central College will maintain a financial reporting system which is in conformance with the laws of the State of Missouri and the Uniform Financial Reporting Manual of the Missouri Coordinating Board for Higher Education and generally accepted accounting principles. The college will revise the financial reporting system whenever necessary based upon updates to the Uniform Financial Reporting Manual. Recommendations of the independent auditors will also be incorporated into the financial reporting system provided those recommendations are in conformance with the laws of the State of Missouri and the rules promulgated by the Missouri Coordinating Board for Higher Education.

4.1 **Accounting System Procedure** (Adopted June 1, 1987)

4.1.2 East Central College will use a fund accounting system which is consistent with the Financial Reporting Manual of the Coordinating Board for Higher Education.

4.1.3 The following fund types are established in order to provide a uniform financial reporting process, and these fund types are defined as follows:

**General Fund.** The general fund will be used to account for revenues and expenditures for the academic and service programs of the college. The source of the funds will be local taxes, state aid and student tuition/fees and other general miscellaneous revenue. Expenditures in the fund will include the costs associated with supporting the educational program of the college or maintaining the physical structure and operation of the college.

**Building Construction Fund.** This fund will be used to account for revenues and expenditures which are associated with building construction or the purchase of unmovable equipment. The source of monies for this fund will be the proceeds of bond sales. The expenditures in this fund will be for construction or purchase of unmovable equipment. The accounts in this fund will be self-balancing, and the expenditures will be restricted.

**Bond and Interest Fund.** The bond and interest fund is established to account for the payment of principle, interest, and related charges on any outstanding bond issue. Revenue for the fund is received by tax levy which has been authorized by the voters. Expenditures for the fund are restricted to the payment of the items noted above. Debt service for each bond issue must be accounted for separately, using a group of self-balancing accounts within the fund. Expenditures in the fund are restricted.

**Auxiliary Enterprises Fund.** The auxiliary enterprises fund is established for the purpose of accounting for college services where fees are charged to students, staff or the general public, be it either a sale fee for a good purchased or a user fee for a service rendered. Examples of enterprise services include the bookstore, food service, and child care. Each enterprise service should be accounted for separately using a self-balancing account within the fund.

**Restricted Purpose Fund.** The restricted purpose fund is established to account for state or federal monies which have restrictions regarding their use. Each specific account in the restricted purpose fund must be accounted for separately using a self-balancing account. Accounts must be established to insure that the accounting and reporting requirements of the grantor are met. If the grantor provides a special accounting manual for audit purposes, it should be followed exactly.

Each account in the restricted purpose fund is self-balancing, and either at the end of the fiscal year or at the termination of the activity, the account should balance to $0. If it does not, the amount that the account is overspent is a liability against the general fund. If the account is underspent, the balance must be returned to the grantor.

**Trust and Agency Fund.** The trust and agency fund is established and used to receive and hold funds when the college serves as a custodian or fiscal agent for another body. The college has an agency rather than a beneficial interest in these monies; the college does not necessarily have control or direction over the use and expenditures of the monies, with the exception that the college uses its financial capability and accounting procedures to insure the integrity of the accounts. Each agency's money should be accounted for by a self-balancing account. Examples of monies which should be included in this fund are college clubs, etc. These accounts will balance to $0 at the termination of the activity or at the end of the fiscal year.

4.2 **Budget Policy** (Revised June 1, 1987; Reaffirmed December 2, 1991; Revised January 6, 1997)

4.2.1 **General.** East Central College will operate on an annual budget from July 1 to June 30. The preliminary budget will be prepared by administrative officials and submitted to the Board of Trustees by June 1 annually for approval by July 15.

4.2 **Budget Procedure** (Revised June 1, 1987)

4.2.2 Budgeting procedures will be carried out in accordance with the laws of the state and instructions from the Coordinating Board for Higher Education.

4.2.3 The Board of Trustees will review the status of the budget at each regular meeting. The Board will be presented a treasurer's report, a balance sheet, a list of investments, a summary of budgeted expenditures versus actual expenditures and a summary of budgeted revenues versus actual revenues. Amendments to the budget will require approval by the Board of Trustees.

4.2.4 The following guidelines will govern budget development, expenditure control and cash flow:

a. Budgeted expenditures will not exceed budgeted revenues.

b. A reserve (fund equity) shall be maintained in order to provide for timely payment of the college's financial obligations. The amount of money in the reserve shall be equal to or more than the average monthly financial obligations of the college to include all expenditures for salaries, goods, and services.

4.3 **Financial Reports Policy** (Revised June 1, 1987; Reaffirmed December 2, 1991)

4.3.1 The Vice President for Finance and Administration, in cooperation with other appropriate employees, shall prepare and present financial reports to the Board of Trustees on a monthly basis, summarizing the status of the various funds contained in the annual budget and providing other appropriate information. Other financial reports to regulatory agencies and associations shall be filed as required and in the best interest of the college.

4.4 **Auditing Policies** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

4.4.1 The college financial records will be audited annually by a certified public accountant licensed to practice public accounting in the State of Missouri. A copy of this audit will be published in the local newspapers and sent to the Coordinating Board for Higher Education, the U.S. Department of Education, and other regulatory agencies as required.

4.5 **Purchasing Policy** (Revised August 4, 1980)

4.5.1 a. **Expenditures less than $500.** Without competitive bidding, the Business Manager/Director of Physical Plant is empowered to make purchases necessary for the operation of the district so long as the amount does not exceed $500. Verbal quotations shall be secured when deemed desirable by the Business Manager/Director of Physical Plant.

b. **Expenditures Ranging from $500 to $2,500.** Without competitive bidding, the Business Manager/Director of Physical Plant is empowered to make purchases necessary for the operation of the district so long as the expenditure is within the range of $500 to $2,500 and further so long as the purchase is not made until at least three (3) verbal price quotations are considered if obtainable and deemed necessary by the Business Manager/Director of Physical Plant.

c. **Expenditures Ranging from $3,000 to $5,000** (Revised January 6, 1997). Without competitive bidding, the Business Manager/Director of Physical Plant shall obtain at least three (3) written price quotations, if obtainable, when purchases are necessary for the operation of the district within the range of $3,000 to $5,000. Further, when deemed necessary by the Business Manager/Director of Physical Plant, advertisement in a newspaper or newspapers of general circulation in the district for quotations shall be made.

d. **Expenditures Exceeding $5,000.** In the event a proposed expenditure exceeds $5,000, the expenditure shall not be made until competitive bidding has been engaged. Bid specifications shall be prepared by the Business Manager/Director of Physical Plant in consultation with other appropriate staff as necessary. Bids shall then be advertised in a newspaper or newspapers of general circulation within the district. Bids shall be opened at a designated time and place. It shall always be provided that any and all bids or any item thereon may be rejected. Purchases exceeding $5,000 must be approved by the Board of Trustees of the college.

e. **Insurance.** (June 27, 1996) Property and liability insurance will be purchased utilizing the normal bid procedures. Insurance coverages will be reviewed annually and bid at least once every five years.

f. **Exceptions.** This policy and particularly Paragraph d, shall not affect or be applicable to any purchasing or contract which by their nature are not adapted to competitive bidding such as professional skill where the ability or fitness of the individual is of great importance.

g. **Preference to Missouri Products and Firms** (Adopted December 3, 1968). In making purchases, preference shall be given to all commodities manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality is equal or better and delivered price is the same or less.

h. **Purchasing Locally** (Revised January 6, 1997). If merchandise of equal quality can be secured for comparable cost, then preference may be given to business firms in the college district.

i. **Reimbursement for emergency expenditures under $100** may be made provided the expenditure is necessary for the operation of the college and provided the expenditure is approved by the President, appropriate Vice President, or budgetary unit head.

4.5.2 The purchase of all merchandise for college purposes must be done through the Business Manager/Director of Physical Plant. The Business Manager/Director of Physical Plant will coordinate purchasing within the framework of the statutes, rules, and regulations of the Board of Trustees. All purchases must be authorized in advance by the purchase order signed by an appropriate college official except as otherwise noted.

4.5.3 Purchasing policy shall be based upon the objective of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

4.5.4 Purchasing policy covers not only the procurement of equipment and supplies but also any commitments of funds for rentals and service agreements. The commitments must be covered by purchase orders.

4.6 **Bonding Employees Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

4.5.1 It is the policy of the Board of Trustees to maintain a $500,000 commercial blanket bond on all employees to indemnify the college against any loss of money or other property which the college shall sustain by any act or acts committed by the college employees.

4.7 **Financial Exigency Policy**

4.7.1 The President will review the financial status of the college a minimum of three (3) times per year to determine if conditions exist that are sufficient to warrant a declaration of financial exigency. Board approved procedures will be followed regarding determination of financial exigency and also regarding decisions deemed necessary due to financial exigency.

4.7.2 **Procedure for Determining if a Financial Exigency Exists** (Adopted June 4, 1979; implemented February 9, 1981)

a. A financial exigency is defined as a situation when the college's financial situation is urgent and demands immediate attention which will result in a realignment of college expenditures or facilities or a reduction in college personnel.

b. It is the responsibility of the President of the college to report to the Board of Trustees, faculty, and staff at least three times each year on the financial condition of the college. The three required dates of reports are the July Board meeting, October Board meeting, and April Board meeting. Any sudden and unexpected change in financial conditions would be reported by the President immediately (within five days) to the Board of Trustees, faculty, and staff.

c. It is also the responsibility of the President of the college to determine that a financial exigency does exist. If the President, in his/her report on financial conditions, includes an assessment that a financial exigency does exist, this decision will be reviewed within the college under the same procedure as a policy recommendation.

d. If the Board of Trustees agrees that a financial exigency does exist, the following procedure for adjusting to the problem will be followed.

4.7.3 **Procedure for a Decision Necessary Due to Financial Exigency:** (Adopted June 4, 1979)

a. Following the determination by the Board of Trustees that a financial exigency does exist, the President of the college, as chief executive officer, will develop a retrenchment and retraining plan, making the necessary financial adjustments.

b. The plan for adjustments due to financial exigency, if retrenchment is involved, will be developed in accordance with the following guidelines:
   (1) The total college operation, including all departments and offices, will be considered in making recommendations on the retrenchment.
   (2) The college will make a bona fide effort to provide opportunities for movement into other suitable positions within the college for which the individual may be qualified. These opportunities may be provided to repay reasonable leaves for professional development, through the payment of retraining expenses, through a provision for movement into a position where an opening exists and the individual is qualified and is acceptable to the department, or by a combination of these methods. Special attention should be given in working out these plans to those of faculty on a continuing contract.
   (3) All general retrenchment recommendations made by the President of the college (positions, not individuals) will be considered and acted upon as a policy development proposal.
   (4) The approved position retrenchment recommendation will be acted upon by the department personnel involved, which includes the personnel assigned to that department and the appropriate administrators as shown by the college organizational chart.
   (5) Personnel who receive notices that their appointments are to be terminated because of financial exigency will have the right to seek redress through the college grievance procedure.
   (6) If the college, because of financial exigency, terminates the employment of full-time personnel, it will not at the same time renew fixed-term appointments or make new appointments in the same department or office.
   (7) In all cases of termination of faculty on continuing contracts because of financial exigency, the positions of the faculty concerned will not be filled within a two-year period by replacement nor will temporary positions be created so as to effect replacement of those faculty positions unless the released faculty have been offered reinstatement and a reasonable time in which to accept or decline. Also, in all cases of termination of faculty on continuing contracts because of financial exigency, the faculty concerned will be given a year's notice or the equivalent severance salary in lieu thereof.

4.8 **Receipt and Disbursement of Funds Policy**

4.8.1 The Vice President for Finance and Administration, under the direction of the President of the college, shall be designated as the primary staff officer responsible for the receipt and disbursement of funds, said officer being bonded in an amount of not less than one million dollars ($1,000,000). All college funds will be channeled through the College Business Office so they may be properly recorded and accounted for. The Board treasurer shall be the official designated by the Board to certify, monthly, that the receipt and disbursement of funds have been duly and properly accounted.

4.9 **Investment of Funds Policy** (Adopted February 1, 1988; Reaffirmed December 2, 1991; Revised February 5, 1996)

4.9.1 **General.** Funds not needed for immediate operational expenses of the college will be deposited in the financial institutions located in The Junior College District of East Central Missouri offering the best interest rate.

4.9.2 **Time Deposits.** The Vice President for Finance and Administration shall invest college funds in certificates of deposit which are secured by securities designated as acceptable collateral for state funds on deposit, as required by Section 30.270.1 RSMo 1978, as amended. In the event all available funds cannot be placed with in-district banks, monies shall be invested in direct obligations of the US Government such as Treasury Bills/Notes.

The market value of collateral must total to an amount equal to 120 percent or greater of the amount of college time deposits plus demand deposits with the depositors, less the amount, if any, which is an insured deposit pursuant to the Federal Insurance Act of 1950 (64 Stat. 873) as heretofore or hereafter amended.

All securities pledged as collateral by the depository shall, at the option of the depository banking institution, be delivered to the fiscal officer or by depositing the securities with a disinterested banking institution or safe depository as trustee satisfactory to both parties to the depository agreement.

4.9.3 **Demand Deposits.** Demand deposits shall be maintained in a financial banking institution(s) designated by the Board of Trustees. From time to time, the Board may seek bids and re-designate depositories.

Demand deposits shall be collateralized, secured and deposited according to the same criteria applicable to college investments as described and noted herein above.

4.9.4 **Investment Reports** (Revised January 6, 1997). The Board shall approve college investments in a monthly report included in the report of the Vice President, Finance and Administration



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4.9 **Investment of Funds Procedure** (Adopted February 1, 1988; Revised February 5, 1996)

4.9.5 The following securities are hereby designated as acceptable collateral for college funds[1] :

a. Marketable Treasury Securities of the United States.
b. General obligation debt service securities issued by the State of Missouri.
c. General obligation bonds of any city in this state having a population of not less than two thousand (2,000).
d. General obligation bonds of any county in this state.
e. General obligation bonds, approved and registered, of any school district situated in this state.
f. General obligation bonds, approved and registered, of any special road district situated in this state.
g. General obligation state bonds of any of the 50 states.
h. Debt securities of the Federal Farm Credit System or any of the Banks of Cooperative, Federal Intermediate Credit Banks or Federal Land Banks.
i. Debt securities of the Federal Home Loan Banks (FHLB).
j. Debt securities of the Federal National Mortgage Association (FNMA).
k. Debt securities of the Student Loan Marketing Association (SLMA).
l. Debt securities of the Government National Mortgage Association (GNMA).
m. Farmers Home Administration Insured Notes.
n. Bonds of any political subdivision established under the provisions of Section 30, Article VI, of the constitution of Missouri.
o. Tax anticipation notes issued by any county of class one.
p. Public housing notes and bonds ("Project Notes and Bonds") issued by public housing agencies guaranteed as to the payment of principle and interest by the government of the United States or any agency or instrumentality thereof.

4.9.6 The college shall assemble a list of interested and qualified bidders of college district banking institutions on an annual basis, and said bidders shall be notified of investment opportunities when the college has money to invest. Bids will be awarded to the most responsible bidder who meets the criteria stated here. In situations where two or more bidders propose equal bids and where the same bidders meet all the criteria stated here, the college shall have the right to invest funds in the financial institution which has the lowest deposit of college funds. The maximum amount to be invested in any one bank shall be **$1,000,000**. In no case shall the staff invest funds in an amount over $100,000 in a financial institution which has a capital to asset ratio of less than six percent (6%); in no case shall the college staff invest funds in any single institution to exceed thirty percent (30%) of the capital structure of said institution.

[1] No revenue bonds of any kind will be accepted under items a-p.

4.10 **Inventory Control Policy** (Adopted December 3, 1968; Revised January 6, 1997)

4.10.1 A perpetual inventory of fixed assets shall be established and maintained at the direction of the Vice President for Finance and Administration. Such inventory shall provide that assets valued at $300 or more be listed in a fixed asset group of accounts and tagged with numbered identifying labels in order to provide security of the aforementioned fixed assets.

4.11 **Payment of Bills Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991)

4.11.1 At the regular meeting of the Board of Trustees on the first Monday and at special meetings later in the month, if necessary, the Board will approve the payment of bills for the previous month. Salary checks are written during the month when they are due.

4.12 **Expense Reimbursement Policy** (Revised June 1, 1987)

4.12.1 **General.** The reimbursement of expenses incurred by members of the Board of Trustees, staff members, and others required to incur expenses in connection with the district shall be governed by the policy.

4.12.2 **Mileage.** Mileage expenses for travel subject to reimbursement shall be reimbursed at a per mile rate established by the Internal Revenue Service. Mileage expense for traveling to and from the employee's usual place of employment, whether the main campus or an extension center, shall not be reimbursed.

4.12.3 **Transportation Expenses other than Mileage Policy.** Transportation expenses other than mileage, including but not limited to, railroad fares, air fares, taxicabs, baggage transfers, tolls, and parking fees shall be reimbursed in full provided such expenses are necessary and reasonable in nature and extent and supported by a legitimate receipt.

4.12.4 **Lodging Policy.** Lodging expenses such as hotel and motel expenses shall be reimbursed in full provided such expenses are necessary and reasonable in nature and extent and supported by a legitimate receipt.

4.12.5 **Meals Policy.** Expenses for meals will be reimbursed as follows:

Expenses for meals incurred while traveling in connection with the district requiring a person to be away from his or her home overnight shall be reimbursed in full.

Expenses for meals incurred while traveling in connection with the district outside the district shall be reimbursed in full.

Expenses for meals incurred in connection with the district for a business meal shall be reimbursed in full. For this purpose, a business meal is a meal either requiring a person's attendance by virtue of his or her position with the district or the bona fide principle purpose of which is to discuss college business.

Expenses for meals incurred in connection with the district at the specific direction of or in accordance with the procedures promulgated by the President shall be reimbursed in full. Instances when such expenses are to be reimbursed may include, among others determined by the President, those incurred during registration, and other college or district activities.

Expenses for alcoholic beverages shall not be reimbursed.

Additionally, all such meals must be necessary and reasonable in nature and extent.

4.12.6 **Prospective Employees Policy.** Prospective employees may be reimbursed for interview expenses.

4.12.6 **Procedure to be Reimbursed for Employment Interview Expenses:**

a. The prospective employee must reside fifty (50) miles or more from the location of the employment interview.

b. The prospective employee must complete a reimbursement request form supported by legitimate receipts.

c. The prospective employee must accept the employment opportunity, if offered, or be subject to a maximum fifty percent (50%) reimbursement.

4.12.7 **Proof of Expenses Policy.** Expenses shall be supported by legitimate receipts.

4.12.8 **Advance Payments Policy.** Travel advances are possible if travel is out-of-district and expenses are expected to exceed $100. Monies advanced for travel and not used must be accounted for on the reimbursement form and returned to the Business Office the first day back on campus.

4.13 **Emergency Facilities Repair and Maintenance Account Policy** (Adopted December 7, 1987; Reaffirmed December 2, 1991)

The Board of Trustees of The Junior College District of East Central Missouri has established an Emergency Building Repair Fund for the purpose of correcting construction deficiencies and/or structural and mechanical deterioration. A repair shall be deemed an emergency if one of the following conditions exist:

a. The condition must be such that life or safety is threatened,
b. The condition must affect the structural integrity of the building, or
c. The condition must cause mechanical or electrical system failure and severely affect building environment.

4.14 **Surplus Property Policy** (Adopted May 1, 1990; Reaffirmed December 2, 1991)

4.14.1 The President of the College or his/her designee, is authorized to act on behalf of the college in acquiring federal surplus property through the Missouri State Agency for Surplus Property under authority of the Federal Property and Administration Services Act of 1949.

4.14 **Surplus Property Procedure** (Adopted May 1, 1990)

4.14.2 College employees desiring to purchase federal surplus property for college use must:

a. Obtain written authorization from the President including the dollar limit of items to be purchased.
b. Complete a purchase requisition form and obtain the appropriate signatures.
c. Obtain a purchase order from the Purchasing Agent.

4.15 **Return Check Policy** (Reaffirmed December 2, 1991)

4.15.1 Effective August 3, 1982, the college will assess a $5 charge whenever a check or draft presented in payment for service is not accepted by the banking institution on which it is written because of being post-dated, insufficient funds, account closed, no account, account frozen, or uncollected funds.

4.16 **Sales and Rentals Policy** (Reaffirmed December 2, 1991)

4.16.1 The sale or rental of merchandise or services by any department of the college to an outside individual or agency shall be on a total cost recovery basis while remaining non-profit in nature.

4.17 **Bank Credit Card Policy** (Adopted May 1, 1990; Reaffirmed December 2, 1991)

4.17.1 It is the policy of the Board of Trustees to limit the use of credit cards by the college to one major bank credit card issued to the President of the College. The President is empowered to authorize the bank to issue Mastercard cards to other designated officers and employees.

4.18 **Bookstore Policy**

4.18.1 East Central College will operate a College Bookstore for the benefit of the students, faculty, and staff of the college. The bookstore will be expected to operate without subsidy from the general college operation. Students, faculty, and staff are expected to follow procedures outlined regarding utilization of the East Central College Bookstore.

4.18.2 **Bookstore Supplies and Textbooks Procedure.** Supplies such as paper, pens, notebooks, etc. will be issued to each instructor through the bookstore. Supplies may be replenished when they are needed. Departmental tickets will be written when merchandise is received and signed for. A copy of each ticket will be given to the appropriate Division Manager. A requisition must accompany any order for over $100 (books or supplies), with proper authorization.

Students may purchase necessary books and other supplies in the bookstore. Books that students do not wish to keep will be purchased by the bookstore, provided the book is in usable condition and will be used during a later semester. Book return periods are the last two weeks of Fall and Spring semester, and the last week of Summer session.

A standard desk copy request form is available on request by the instructor. This form may be sent to any publisher for complimentary copies. Books should not be purchased on a departmental supply account unless absolutely necessary.

Textbooks will be ordered as requested within the following framework:

1. Textbook orders must be made on request cards from the bookstore and distributed by the Division Manager. This will be March 1 for Summer, April 1 for Fall, and November 1 for Spring.

2. All sections of the same course, day and evening, will use the same material.

3. Texts will be adopted for a period of three years, unless a new edition becomes available during that period.

4. If a shortage of texts occurs, every effort will be made to receive additional copies as soon as possible.

4.19 **Agents - Salesmen - Solicitors Policy** (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised January 6, 1997)

4.19.1 Agents and salesmen of various firms selling products and services needed and used by the college are welcome on campus.

4.19.2 Soliciting for any cause is prohibited on the campus. The college may participate in certain community fund drives which would be authorized on an individual basis.

4.19.3 The exhibition and sale to pupils or employees of any articles not sanctioned by the college on college property is prohibited.

4.20 **Facilities Use Policy** (Adopted November 2, 1987)

4.20.1 **General Policy.** East Central College's facilities, buildings, grounds and equipment are provided primarily for the support of the education processes of the college. The college's operational activity takes precedence over any other activity.

The college recognizes its role as a community resource and thus does make its buildings, grounds and equipment available according to the regulations and procedures set forth below.

4.20.2 **Granting of Use Policy.** The President, or his/her designee, is authorized and empowered to grant the use of college property or facilities, provided such use is temporary in nature and does not interfere with, negatively affect or disrupt the operations of the college. Use of college property or facilities may be granted for any use allowed by law. Uses of other than a temporary nature shall be approved by the Board of Trustees.

4.20.2 **Granting of Use Procedure.** For this purpose, the Secretary, Vice President of Student Services shall prescribe an appropriate application form to be completed and an agreement regarding use to be entered into by those organizations or individuals desiring to use the college property or facilities.

4.20.3 **Regulations and Limitations of Use Policy.** (Adopted November 2, 1987; Reaffirmed December 2, 1991)

The following regulations and limitations apply:

a. College facilities may not be used in ways which interfere with, or are detrimental to, the college's instructional and educational programs or mission.

b. College facilities may not be used for commercial sales, advertising, or promotional activities, except when such activities serve educational purposes of the college and are conducted under the sponsorship of the college.

c. Each group or organization which uses college facilities must abide by the regulations and procedures of use as determined by the Board of Trustees and/or the College President and shall be subject to revocation of the privilege to use the facilities for failing to do so.

d. Possession or consumption of alcoholic beverages or controlled substances shall not be permitted on college property at any time.

e. Smoking in college facilities is prohibited.

f. The college reserves the right to deny or cancel the use of facilities when said use is deemed not to be in the best interest of the college.

g. The President or his/her designee reserves the right to waive any and all fees if deemed in the best interest of the college.

h. Advertisements and/or announcements of the event, whether written or verbal, shall not infer the co-sponsorship of the event by East Central College (e.g. "...In cooperation with...").

i. The college reserves the right to change any reservation to other rooms with the understanding that, when possible, comparable facilities will be provided.

j. The college may require that attendants or supervisors be provided at the expense of the organization or individual granted use.

k. No concessions or other items shall be sold in or on college property or facilities unless specifically authorized.

4.20.4 **Priority of Facilities Use Policy.** In order to assure appropriate scheduling among groups permitted to use college facilities, the following priorities will serve as guidelines.

a. College scheduled courses, programs, and activities
b. College-related activities, recognized college-sponsored organizations and those public or private agencies whose purpose(s) relate to the advancement of community college programs and/or sponsored activities
c. Other non-profit organizations or groups
d. Commercial groups

4.20.5 **Liability Policy.** (Adopted November 2, 1987)
East Central College will hold groups using facilities responsible for any and all damages sustained during, or as a result of, an event.

A certificate of liability insurance will be required by the district for use of college facilities if, in the opinion of the college, such insurance is necessary. The certificate shall declare East Central College harmless in the event of bodily injury or property damage. Regardless, ECC will not be liable for any loss or damage to personal property or personal injury resulting from use of college facilities by outside organizations.

In the interest of the personal safety of all individuals, all reservations for college facilities are approved on the assumption that the facility will be used for the purpose intended, as normally equipped, and in compliance with all college regulations and all applicable laws.

4.20.5 **Scheduling Procedure.** Application forms, fee schedules and procedures for use may be obtained from the Secretary, Vice President of Student Services.

The Secretary, Vice President of Student Services shall consult with the Business Manager/Director of Physical Plant to determine fees to be charged for the use of college property or facilities according to the fee schedule found in Procedure 4.20.10.

The Secretary, Vice President of Student Services shall coordinate the need for equipment, maintenance services, etc. with the departments responsible for those items or services.

4.20.6 **Cafeteria Policy.** (Adopted November 2, 1987; Revised January 6, 1997) Food service is provided through a contract. The food service facilities are available for students, faculty, and staff during the daytime hours Monday through Friday and during the evening hours Monday through Thursday. The food service will be available during other hours on a specially scheduled basis to meet the needs of faculty, staff, students and community groups. College groups and organizations are given first preference in scheduling the use of the food service, and other groups and organizations made up primarily of residents of the district may also schedule activities for the food service department. A Request for Food Service form is available in the President's Office and must be filed in the Cafeteria and Business Office at least ten (10) days prior to the date for the activity.

4.20.7 **College Gymnasium Policy** (Adopted November 2, 1987)

a. **General.** The utilization of the gymnasium should be supervised at all times to avoid liability due to negligence and abuse of facilities and equipment.

Maximum use of the facilities for college activities will be made provided:
(1) Usage is supervised by a college employee.
(2) Usage is for an activity that will result in only normal wear and routine cleaning and maintenance.
(3) It is a scheduled activity in accordance with the provisions in this policy.
(4) It is not an excessively costly activity.
(5) Adequate time is reserved for cleaning twice daily on weekdays.

b. **Priorities.** Groups or organizations requesting use of the gymnasium for activities that appear to have or have, based on past experience, resulted in more than normal wear will be required to submit a specific request for future use to the Vice President, Student Services for approval.

The following priorities for scheduling will be followed:

(1) Physical education classes
(2) Athletic teams
(3) Intramurals
(4) Non-credit classes
(5) Other college activities
(6) Outside groups

c. **Procedures for Scheduling**
(1) Check with the Secretary, Vice President of Student Services for calendar conflicts and secure request form.
(2) Submit completed request form to the Secretary, Vice President of Student Services for approval at least two (2) weeks in advance of date requested. Off-campus group requests should also be submitted to the Secretary, Vice President of Student Services.
(3) Requests for use by a college group or organization or a non-college group must also be approved by the Division Manager for Physical Education, Athletic Director and the Director of Physical Plant.

d. **Procedure/Regulations for Gymnasium Use**

(1) No smoking in the gym at any time.
(2) No food or beverages in the gym.
(3) Activities should be over by 10 p.m.
(4) Gym shoes or sock feet are required for being on the gym floor. Shoes worn outside, even gym shoes, are damaging to the floor.
(5) College officials may deny use of the gymnasium to individuals or groups for failure to observe these regulations.

4.20.8 **Tennis Courts Procedure** (Adopted November 2, 1987)

a. The courts are reserved for tennis classes during the scheduled class hours. Hours will be posted at the courts each semester and summer session for informational purposes.

b. The courts will be available for student use at all times when tennis classes are not scheduled.

c. The courts will be available for open play on a first-come, first-served basis when not being used by college classes.

d. During times of heavy demand for use of the courts, persons will be limited to one-hour periods of play.

e. College officials reserve the right to deny use of the courts to anyone for conduct reasons of failure to observe rules of play, or damage to college property.

4.20.9 **Equipment Off Campus Procedure** (Adopted November 2, 1987)

Equipment owned by East Central College should be removed from the campus only with permission of the Business Manager/Director of Purchasing. Equipment taken off campus must be under the supervision of an employee of the college.

4.20.10 **Rental Procedure.** The following charges shall apply to rental of college property or facilities:

**East Central College[10]**
**Facility (Utilities and Custodial) Charges**

| | Fee | |
|---|---|---|
| **Administration Building** | | |
| All Areas (Except Cafeteria) | $5.75 | per clock hour per zone |
| Cafeteria | $11.50 | per clock hour |
| **Multipurpose Building** | | |
| Gym Only | $17.25 | per clock hour |
| Theatre only | $11.50 | per clock hour |
| Theatre lighting & operator | $74.75 | per clock hour |
| 1st and 2nd Floor Lobbies | $11.50 | per clock hour |
| Locker Room | $11.50 | per clock hour |
| All Other Areas | $5.75 | per clock hour |
| **Vocational-Technical Building** | | |
| Classrooms 112, 224, 225 | $3.45 | per clock hour per room |
| **Classroom-Laboratory Building** | | |
| 2nd Floor Nursing & Dental Areas | $11.50 | per clock hour |
| Room 4138 Lecture Hall & 4143 Classroom | $11.50 | per clock hour |
| All Other Rooms | $3.45 | per clock hour |
| **Outside Parking Lot Lights** (When Used) | $17.25 | per clock hour |

| | Custodial | |
|---|---|---|
| **Each Custodian** | $16.00 | per clock hour |

4.21 **Motor Vehicles Policy** (Adopted November 2, 1987)

4.21.1 **General Policy**

a. Operation of motorized vehicles is permitted only on college roads and parking lots. Use of all other areas is prohibited. This policy does not apply to maintenance and construction activities.

b. All motor vehicle operators must read and abide by the college regulations governing motor vehicles.

[10] Fees are subject to revision by the Board of Trustees at any time.

c. Registrants will be held responsible for any violations involving their vehicle. Responsibility for finding a legal parking space rests with the motor vehicle operator. If at any time a legal space is not available in the assigned area, then the parking lot attendant should be contacted for permission to park elsewhere.

4.21.2 **Vehicle Registration Policy** (Revised January 6, 1997)

a. **Requirement to Register.** Faculty, staff, and students, regardless of classification, must register all motor vehicles which they park or expect to park on college-owned grounds, property, or roads. Motor vehicles may be registered at the College Business Office. Parking permits must be displayed

b. **Special Parking Permits.** A student with a certified physical disability may complete an application for a special parking permit (available from the Vice President for Student Services). Upon approval by the Vice President, a special permit will be issued by the Business Office.

4.21.3 **Parking Violations Policy**

a. Fines paid by the due date noted on the citation will be reduced by one-half. Fines should be paid at the cashier's window of the Business Office.

A traffic citation is an official notice that the person responsible for the vehicle has been cited for a violation of the rules. That person must pay any charges incurred within 48 hours. Fines not paid within the 48-hour period will be referred to the Vice President for Student Services.

The name of any student with fines outstanding at the end of the semester will be placed on a "hold" list, and neither his/her grades nor transcripts will be issued by the Director of Admissions/Registrar until all fines are paid.

b. **Abandoned Vehicles Policy.** Vehicles abandoned on the college parking lots will be issued a citation. If the citation is ignored, the vehicle will be towed away at the owner's expense. The following are considered abandoned:

(1) Vehicles displaying expired license plates.
(2) Vehicles in an inoperative condition (including those with flat tires) for a period of more than fifteen 15 days.

4.21.3 **Parking Violations Procedure**

a. Drivers not complying with traffic and parking regulations as set forth herein are subject to assessment of fines as follows:

$5 Parked in area designated for handicapped or service vehicles.
$5 Parked in faculty lot.
$5 Obstructing normal flow of traffic and/or parked in fire lane.
$5 Failure to register and display auto sticker.

$5 Parked on grass.
$10 Parked in a marked area -- along yellow line.

4.21.4 **Visitors Policy**. A college visitor is defined as any person other than a student, faculty member, or employee of ECC. Visitors should comply with all college traffic regulations. Any person operating a vehicle with an ECC parking decal is not considered to have visitor status.

4.22 **Keys Policy** (Adopted November 2, 1987; Reaffirmed December 2, 1991)

4.22.1 In order to safeguard the security of college facilities, the issuing of keys for access to college property will be on an as-needed basis as determined by guidelines relating to keys.

4.22.2 **Keys Procedure** (Adopted November 2, 1987). In order to provide access to work stations and, at the same time, have a reasonable degree of college security, the issuing of keys for access to college property will be governed by the following guidelines:

a. Full-time administrative and faculty personnel under contract may request building and interior keys in order to have access to their office and/or work areas.
b. Other college personnel under contract may, with supervisory approval, request interior keys to have access to work assignment area.
c. All requests for keys must be made on an approved form which requires agreement that the key(s) shall not be loaned, duplicated or issued to another individual at any time.
d. All keys must be returned to the office where received upon resignation and prior to the payment of last salary check. In the case of part-time personnel, keys should be returned prior to the last salary payment unless the individual is under contract for the next session or semester.
e. Failure to use keys in accordance with requirements stated herein may result in the loss of key privileges.

4.23 **Utilization and Utilities Efficiency Policy** (Adopted November 2, 1987; Reaffirmed December 2, 1991)

4.23.1 **Utilization and Utilities Efficiency Procedure** (Adopted November 2, 1987). In accordance with the college's continuing effort to conserve energy, maximum utilization of facilities is provided during the hours from 8 a.m. to 10 p.m., Monday through Thursday, and from 8 a.m. to 4:30 p.m. on Friday. As many activities as possible will be scheduled during these time periods.

The only limitation for use during these hours is consideration of the number of individuals involved. Scheduling of large rooms or areas for a small number of individuals will not be permitted.

4.23.2 Facility requests for weekends (4:30 p.m. Friday to 8 a.m. Monday), holidays, and break periods will be evaluated to determine:

a. If there is any way possible to schedule the activity during the Monday-Friday maximum utilization hours.

b. If the number involved would appear to justify the expense, particularly the utility expense, involved to the college.

4.24 **Fees and Refunds Policy** (Revised November 2, 1981; Reaffirmed December 2, 1991)

4.24.1 **General Policy**. The Board of Trustees will establish fees and refund rates for students attending the college up to and including the maximum rates approved by the electorate. Fees are subject to change at any time and without advance notice. Fees established by the Board shall be published in the college catalog or other appropriate publications. Fees established by the Board may relate to, among others, tuition, graduation expenses, instructional materials and supplies and activities. A schedule of fees and refunds is available in the college catalog, Registrar's Office or Business Office.

4.24.2 **Installment Payment Policy.** An installment payment of fees is possible.

4.24.2 **Procedure for Installment Payment.** Listed below are the procedures for installment payment of fees:

a. Fifty percent (50%) of fees to be paid by registration date.

b. Twenty-five percent (25%) of fees to be paid no later than thirty (30) days after registration date.

c. Final twenty-five percent (25%) of fees to be paid no later than sixty (60) days after registration date.

4.24.3 **Credit Card Payment Policy.** Use of bank credit cards (Mastercard and Visa) in paying for fees is possible.

4.24.4 **Business Waiver Policy.** Effective November 7, 1983, out-of-district fees will be waived for individuals whose fees are being paid by an in-district business or industry.

4.24.5 **Senior Citizen Waiver Policy**. East Central College participates in Missouri's Silver Citizen Discount Program. Holders of the Silver Citizen Card must be in-district and over 60 years old to receive a waiver of tuition. Silver Citizen Card holders will also be admitted free to athletic events and receive a discount on the cost of some Patrons of the Arts events on a space-available basis.

4.25 **Ownership and Royalties of Inventions and/or Materials Policy** (Adopted January 4, 1988)

**Introduction**. As a basic principle, East Central College recognizes that ownership of inventions and/or materials and the royalties resulting therefrom, normally belong to the college personnel, except as otherwise provided in this policy.

College or joint ownership of inventions and/or materials developed or prepared by an employee exists when any one or a combination of the following conditions apply:

A. When the invention and/or material bears a direct relationship to, or is made or developed in connection with, the employee's college and related duties.

B. When the invention and/or material is made or developed with a combination of college facilities, equipment, (owned or rented) materials, funds, information, or of time and services of college employees and/or students in college and related duties.

C. When the invention and/or material is made or developed in performance of college commissioned projects including private or government sponsored grants received by the college.

It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the college to obtain any copyrights or patents for invention and/or materials made or developed under the auspice of a college commission.

4.25 **Ownership and Royalties of Inventions and/or Materials Procedure** (Adopted January 4, 1988)

4.25.2 **Definitions.** The following definitions apply under the terms of this policy:

A. *Equity.* The money value of a property or of an interest in a property in excess of claims or liens against it.

B. *Inventions.* All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.

C. *Written Materials.* All instructional, literary, art dramatic, and musical materials or works and all other materials published or unpublished whether or not copyrighted or copyrightable.

D. *Materials.* Written materials and recorded materials.

E. *Employee.* Part-time and full-time members of the faculty, staff, all other agents and employees.

F. *Students.* Any person officially enrolled in one or more classes or activities offered by the college.

G. *College.* East Central College, Union, Missouri.

4.25.3 **Use of Inventions or Materials Procedure.** Two categories of use of college-sponsored inventions or materials are identified:

A. **Internal.** Use by any unit of the college for instruction, either on or off campus.

B. **External.** All uses other than by a unit of the college.

Use of the materials or inventions will be at the discretion of the college.

4.25.4 **Ownership and Equity Procedure**

If the college had no involvement in the development of an invention or materials, the individual will receive full ownership and equity.

The employee will not receive compensation, other than his or her regular compensation, for internal use of college-sponsored inventions or materials developed under categories A, B, and C above.

If the college should decide to license external use of college-sponsored inventions or materials, a charge of twenty percent (20%) of the total production, sales, and distribution costs will be added to the items sold externally. From this twenty percent (20%), equity will be distributed in accordance with the following guidelines:

| **Involvement** | **Equity** | **Ownership** |
|---|---|---|
| No college involvement inventions and/or materials | Individual | Individual |
| College involvement (See conditions 1 and 2 above) inventions and/or written materials | College 20%<br>Individual 80% | Individual |
| College involvement (See conditions 1 and 2 above) Recorded materials | College 50%<br>Individual 50% | College |
| College commissioned (See condition 3 above) Inventions and/or materials | College | College |

In all cases, the college must recoup all costs of any particular project prior to a distribution of profits.

It shall be the responsibility of the employee to give written notification to the college of intent to make, develop, patent, or copyright inventions and/or materials as soon as possible.

Employees shall be responsible for obtaining appropriate written releases from individuals identifiable in or in some manner requested to participate in the creation of the college supported materials. Written statements shall also be obtained from appropriate college personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.

4.25.8 **Termination of Employment Procedure.** In the event of termination, for any reason, of the employee from employment with the college, the college retains the right to make internal use of the college-sponsored materials or inventions.

If the college-sponsored materials or inventions has been licensed for external use, the employee will continue to receive compensation from the income of such licensing, as stated above, for as long as such items are in service.

If the employee wishes to take a sample of his or her materials or invention for possible use or further development at a new position, this may be done if the employee pays for the costs of producing the sample.

## 4.26 Safety Rules and Loss Control Policy

4.26.1 East Central College is sincere in its desire to conduct all of its operations in the safest manner possible. Compliance with the general safety rules will assist the college in achieving this objective. These rules are the minimum guides for working safety. Continued awareness and cooperation in loss control is a vital part of each employee's responsibility. It is each employee's duty to apply these and all accepted standards of loss control.

4.26.2 **Safety Rules and Loss Control Procedure.** East Central College is sincere in its desire to conduct all of its operations in the safest manner possible. Compliance with the general safety rules listed below will assist the college in achieving this objective. These rules are the minimum guides for working safety. Continued awareness and cooperation in loss control is a vital part of each employee's responsibility. It is each employee's duty to apply these and all accepted standards of loss control.

a. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported. Get first aid promptly.
b. Report immediately any condition or practice you think might cause injury or damage to equipment.
c. Do not operate any equipment which, in your opinion, is not in a safe condition.
d. All prescribed safety and personal protective equipment should be used when required and maintained in a working condition.
e. Obey all college rules, government regulations, signs, markings, and instruction. Be particularly familiar with those that apply directly to you. If you don't know, ask.
f. When lifting, use the approved lifting technique, i.e., bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.
g. Don't horseplay; avoid distracting others; be courteous.
h. Always use the right tools and equipment for the job. Use them safely and only when authorized.
i. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc. to their proper places. Disorder wastes time, energy, and material, and will often result in injury.
j. The use of drugs and/or intoxicating beverages is prohibited.

4.26.3 The administration recognizes that loss control is an essential ingredient in our organization for humanitarian, economic, and legal reasons.

The administration has dedicated itself to providing the active leadership and support necessary to develop and maintain a successful loss control program with these objectives.

a. Provide a safe and healthful work environment for all employees.
b. Minimize the risk of human and economic loss resulting from unnecessary personal injury and property damage.
c. Insure the security, protection, and well-being of the personnel, property, and vehicles of the college.
d. Compliance with existing safety and health laws that apply to the workplace.

**4.27 Political Activities Use of College Property** (Revised January 6, 1997)

4.27.1 Election advocacy expenditures prohibited. No person shall make any contribution or expenditure of any college funds or use any property of the college to advocate, support, or oppose any ballot measure or candidate for public office. The use of college property to host candidates or sponsor events on an unbiased and non-partisan basis for educational purposes shall not be deemed prohibited by this provision.

4.27.2 Endorsements. No person shall make any endorsement for any political candidate on behalf of the college or imply that such endorsement exists, nor shall any private activity of any person employed by or associated with the college be deemed to be such an endorsement.

4.27.3 Candidate debates and events. For educational purposes designed to inform voters, the college may invite candidates to visit the campus to speak or debate. Invitations shall be made only by the College President or designee and shall be based upon a non-discriminatory non-partisan basis limited only by the need to provide a fair and workable forum. No changes in the normal schedule of college activities will be made for these events.

4.27.4 Disruption of educational process prohibited. No activities on college property shall be permitted to disrupt the educational process, destroy college property, or interfere with the rights of others on campus. Non-classroom activities shall be located and conducted so as to comply with this policy.

4.27.5 Employee candidacy. No employee of the college shall engage in any activity promoting his or her own candidacy for public office during any hours in which he or she is acting on behalf of the college.

4.27.6 Use of College Facilities. Use of classrooms or other campus facilities for private non-profit purposes shall be permitted only by written permission of the College President or designee. Except in special circumstances, the use of the classrooms or other facilities shall be requested at least five (5) days in advance. Use shall be subject to all College rules and regulations, compliance with all applicable laws, and scheduling availability. Use of facilities by the college shall take precedent over any request for provide use of the facilities.

# East Central College

## Personnel Policies and Procedures
## Preamble

**Adopted September 8, 1992**

**Statement of Purpose**. The college strives to develop excellence in the workplace through the contribution of each employee for the purpose of achieving quality instruction and service.

**Vision of Excellence.** Our vision of excellence in the workplace should be recognized as a process of utilizing the following elements:

- ✓ Effective and timely communication
- ✓ Recent research information results
- ✓ Attention to students and community
- ✓ Service
- ✓ Teamwork
- ✓ Commitment to quality
- ✓ Flexibility
- ✓ Involvement
- ✓ Professionalism
- ✓ Instructional goals
- ✓ Positive attitudes
- ✓ Pride in work
- ✓ Employee recognition
- ✓ Challenges and opportunities facing community colleges
- ✓ Overall performance

**Focus Points**. To monitor our progress, we will continue to evaluate the working environment to prepare for future challenges utilizing the following eight focus points:

- ✓ **Quality personnel policy and procedure management** through consistency with implementation, flexibility in the development, and involvement of employees and management.
- ✓ **Diversity in the workplace** by adapting to changing demographics.
- ✓ **Home and worklife** considerations that accommodate the changing social environment.
- ✓ **Staffing and instructional planning**.
- ✓ **Broadening of workplace concepts**.
- ✓ **Employee development** through continued education and training.
- ✓ **Striking a balance between cost and demand** through efficient management of resources.
- ✓ **Interaction with communities in new ways** by review of obligations and public expectations.
- ✓ **Comparative and competitive employee compensation**.

# PERSONNEL STRUCTURE

5.1 **Staffing Plan Policy** (Adopted June 1, 1992)

The administration will develop and maintain a staffing plan annually to provide consistency in staffing levels and uniform college operations.

**Procedures:**

5.1.1 **Coordinating** the staffing plan will be the responsibility of the Director of Human Resources.

5.1.2 **Time Schedule** (Revised December 5, 1994):

(a) Mid-December: Update current staffing plan

(b) Mid-January to Mid-February
  (1) Assess staffing needs for each administrative area
  (2) Review Master Plan
  (3) Review full-time faculty overloads and part-time faculty assignments

(c) March: Board of Trustees Preview staffing plan draft for approval in July along with the budget.

(d) July: Budget and Staffing Plan submitted to Board of Trustees for approval.

5.1.3 **Composition** will include full-time and part-time continuing and new positions. It will also include current salaries/wages and benefits with projected increase analysis.

5.1.4 **Staffing Plan Hiring Guidelines**

(a) New employees may be hired by the administration for positions approved.
(b) An employee replacement may be hired due to an employee resignation or termination.
(c) Salary and wages for new or replacement personnel will be determined based on established faculty, exempt, or non-exempt scales.

# EMPLOYMENT

## 5.2 Hiring Policy (Approved July 1991; Reaffirmed June 1, 1992)

In accordance with Section 178.860 RSMo, the Board of Trustees shall be the sole authority responsible for the appointment of personnel, the establishment of duties and the fixing of compensation. No position may be established, no salary paid and no person reimbursed without an affirmative vote of the Board of Trustees. No contract issued to any employee which bears the signatures of the President of the college and an officer of the Board shall have any force whatsoever unless the said contract and its required stipulations (the employee's name, the compensation level, position description and term of employment) has been approved by a majority vote of the Board of Trustees at a scheduled public meeting held in accordance with RSMo 610.010 through 610.038.

## 5.3 Equal Employment Opportunities and Affirmative Action (EEO/AA) Policy (Approved June 24, 1991; Reaffirmed June 1, 1992)

**Notice of Nondiscrimination**. Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or veteran status, in admission, access to, or treatment in employment practices.

**Procedures:**

### 5.3.1 Compliance Inquiries (Revised December 5, 1994)

Any person having inquiries concerning East Central College's compliance with regulations implementing Title VII of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Americans With Disabilities Act of 1990, is directed to contact the Director of Human Resources, Human Resource Service, East Central College, P. O. Box 529, Union, Missouri 63084, 314-583-5195, Ext. 2217. The Director of Human Resources has been designated by the college to coordinate the institution's efforts to comply with the aforementioned regulations. Any person may contact the Assistant Secretary for Civil Rights, U. S. Department of Education, regarding the institution's compliance with these regulations.

### 5.3.2 Statement of Purpose

(a) Since the enactment of the Fair Labor Standards Act of 1938 and the Civil Rights Legislation of the 1960's our nation and society have striven to improve and create an equitable employment system for all people. Equal employment opportunities for all people is a legal and moral obligation.

(b) The Board of Trustees of East Central College first adopted EEO/AA policies in the late 1960's. The purpose of the development of a new EEO/AA Program is a recognition for renewal of the college's commitment to fulfilling its legal and moral responsibilities to the community and the people we serve.

5.3.3 **Objectives** (Revised December 5, 1994)

(a) It is the objective of East Central College that no discrimination on the grounds of race, color, religion, ancestry, national origin, gender, age, disability, or veteran status, will exist in any area of the college. The college also complies with all federal and state legislation which provides for the promotion and assurance of equal opportunity for all persons employed or seeking employment and admission to the college.

(b) This basic objective applies in all employment relationships. Administration of this policy affects recruiting, hiring, placement, compensation, benefits, supervision, training, promotion, demotion, transfer, layoff, termination, and college admissions. All college personnel policies, procedures and practices must subscribe to the intent of this basic employment policy.

5.3.4 **Administration of the Program** (Revised December 5, 1994)

(a) The Director of Human Resources shall be designated the EEO/AA Coordinator and shall provide leadership and guidance to administrative units in the conduct of their employment. The EEO/AA Coordinator (Director of Human Resources) is responsible for the monitoring and coordination of all aspects of this policy and maintenance of records for compliance. All equal opportunity and affirmative action reports required by governmental agencies or funding organizations must be channeled through the Coordinator. Inquiries or requests for information pertaining to EEO/AA should be directed to the Coordinator, (Director of Human Resources).

(b) A Human Resources Committee shall be established and charged with the responsibility of implementing, monitoring, and evaluating of the program. Annual progress reports will be prepared by the Committee to be presented to the Board of Trustees.

(c) The Committee shall consist of two members representative of each of the following personnel classification groups: exempt, non-exempt, and faculty. Efforts will be made to have minority (racial, female, disabled) representation on the committee.

5.3.5 **Dissemination of Program**

(a) The program will be distributed throughout the college and discussed at appropriate management and supervisory meetings covering such subjects as recruitment, employment, training, promotion, and transfer of employees.

(b) All college employees, faculty and staff, will be kept informed of the EEO/AA Program throughout appropriate college and campus publications and communications, the divisional meeting, and staff orientation programs.

(c) Community organizations, news media, and all recruiting sources will be furnished copies of the EEO policy of the college and informed at least annually of the college's nondiscrimination policy.

(d) All personnel or employment forms, employment notifications, shall contain a statement regarding the college's commitment to equal employment.

(e) The college will expand its search network to include not only the traditional avenues in which promising candidates have been located but to identify publication sources more closely associated with minority groups.

5.3.6 **Responsibility for Implementation and Monitoring of Program** (Revised December 5, 1994)

(a) The President, Vice Presidents, Directors, Managers, Coordinators. EEO/AA Coordinator (Director of Human Resources) and other supervisory personnel are responsible for the implementation of this program within their functional areas of responsibilities.

(b) The designated EEO/AA Coordinator (Director of Human Resources), with guidance from the Human Resources Committee, will provide necessary procedural guidance in the development and coordination of the program, and will be responsible for assisting the Committee in assessing the progress toward its implementation.

(c) Audit procedures:

(1) Human Resources Committee will appoint two members to conduct an annual review.
(2) Review shall consist of applicant log, new-hire log, transfer log, demotion log, termination log, and application forms
(3) Subcommittee shall prepare a report to be submitted to the Human Resources Committee for recommendations of corrective actions.

5.3.7 **Recruitment and Placement** (Revised December 5, 1994)

The college, through its recruitment and employment policies and practices, will continue to recruit and employ qualified personnel for all its diverse activities and at all its facilities and will provide equal opportunities during employment without regard to race, creed, color, religion, ancestry, national origin, gender, age, disability, or veteran status.

(a) All recruitment sources will be made aware of the college's policy and commitment to equal employment opportunity.

(b) The college shall display official equal employment opportunity signs on all facilities at appropriate places.

(c) All advertisement for personnel will identify East Central College as an equal opportunity employer and will carry no statement as to gender, and there shall be no indication of gender in the text of the advertisement.

(d) The application forms for employment shall meet all federal and state requirements.

(e) The college will develop and maintain records to demonstrate results toward quality of recruitment and placement activities.

(f) The responsibility for recruitment of college employees is vested in the President, Vice Presidents, Directors, Division Managers, Coordinators, EEO/AA Coordinator (Director of Human Resources), and other supervisory personnel. Meeting this responsibility means actively seeking to identify qualified women and minority applicants, and making them familiar with openings and encouraging them to apply for available positions.

(g) The college will review all pre-employment tests to be certain they are approved as being nondiscriminatory and will seek adequate validation studies of such tests. The test will be only one part of the total consideration and must not be used as a tool to eliminate a female or minority group applicant or employee for promotion or training.

5.3.8 **Selection and Hiring** (Revised December 5, 1994)

(a) Where qualified applicants are available internally, the college may fill job openings by promoting from within. When applicants for employment are recruited from outside the organization, all available sources of qualified personnel will be utilized.

(b) The college will not pay any employment agency fees for unsolicited referrals of individuals to fill job openings. However, for certain designated hard-to-fill professional or administrative jobs approved by the President and Vice Presidents, the college may select to pay for recruiting assistance from selected employment agencies and professional recruiters.

(c) Supervisors with a need for additional employees should submit a personnel requisition to the EEO/AA Coordinator (Director of Human Resources). Requisitions to fill existing jobs in the staffing plan that are being permanently vacated will be processed routinely. All requisitions will be reviewed by EEO/AA Coordinator (Director of Human Resources) and administration.

(d) Job openings will be posted for a two-week period. The administrator (or designee) will be responsible for interviewing and selection of applicant.

(e) If it is determined that additional personnel will be hired from outside the college, the following advertising procedures should be followed:

(1) The advertising and application process for all college employment will be handled by the Human Resources Service.
(2) Part-time instructors and support staff positions shall be advertised in newspapers and/or announcement to college/university placement offices.

(3) Full-time instructors, administrators, and professional and support staff positions shall be advertised in local/regional advertising and/or college/university placement offices and/or professional journals.
(4) In cases where an employee is needed with "special expertise" or qualified applicants are difficult to locate, a more detailed advertising effort may be necessary to implement.

(f) Interview and selection processes should be documented and forwarded to the EEO/AA Coordinator (Director of Human Resources).

(g) If the EEO/AA Coordinator (Director of Human Resources) determines that the selection process was equitable and the recommended applicant is eligible for employment, a recommendation for employment will be made to the President of the College for Board of Trustees approval.

(h) All representatives of the college should be aware that some employment with the college is at-will and should exercise great care not to make any representations otherwise. Therefore, during the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment, and no document should be called a contract unless, in fact, an employment contract is to be used.

(i) New employees will be given the opportunity to review the personnel policies and procedures handbook prior to signing an employment contract or agreement.

(j) Members of an employee's immediate family will be considered for employment by the college provided the individual possesses all the qualifications for employment. Immediate family members of an employee may not be hired, however, if it would:

(1) Create either a direct or indirect supervisor/subordinate relationship with a family member
(2) The employment of two members of a family within the same department
(3) Create either an actual conflict of interest or the appearance of a conflict of interest
(4) These criteria will also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parent(s), children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household

(k) Employees who marry or become members of the same household may continue employment as long as there is not:

(1) A direct or indirect supervisor/subordinate relationship between such employees
(2) Employees within the same department
(3) An actual conflict of interest or the appearance of a conflict of interest

(4) Should one of the above situations occur, the college will attempt to find a suitable position within the college to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

(l) Former employees who left the college in good standing may be considered for re-employment. An employee who left employment with the college who is re-employed shall retain accumulated seniority. Length of service for the purposes of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for re-employment.

(m) Following a decision to employ the applicant, the Human Resources Office will then make a determination as to whether the applicant has a legal right to work in the United States and, where appropriate, undertake credit, personal reference and criminal conviction checks. A prior conviction, taken by itself, will not necessarily disqualify an applicant. If the background check indicates the individual is not suited for employment, the employment offer will not be made.

5.3.9 **Prospective Employees Reimbursement for Interview Expense** (Revised June 1, 1987) Prospective employees may be reimbursed for interview expenses.

a. The prospective employee must reside fifty (50) miles or more from the location of the employment interview.

b. The prospective employee must complete a reimbursement request form supported by legitimate receipts.

c. The prospective employee must accept the employment opportunity, if offered, or be subject to a maximum fifty percent (50%) reimbursement.

5.3.10 **Development and Training**

(a) Selection of employees to participate in various training and educational programs sponsored by the college is to be without regard to race, color, religion, ancestry, national origin, gender, age, disability, or veteran status.

(b) Each supervisor is responsible for identifying minority group employees with advancement potential and to encourage such employees to participate in training programs in an effort to improve their employment status.

(c) The college will continue its efforts to establish training as is necessary to improve knowledge, skill levels, efficiency, and performance of employees.

5.3.11 **Community Relations**

East Central College will continue its efforts to develop and expand appropriate relationships with governmental agencies, community groups and other organizations which have equal employment opportunity objectives for the promotion of equal employment for the minority groups and women.

5.3.12 **Complaints or Appeals**

(a) **Informal Action**

(1) A complaint may be filed by a present employee, former employee, or an applicant for employment at East Central College who believes discriminatory action based on race, color, religion, ancestry, national origin, gender, age, disability or veteran status has been practiced against said person.

(2) In the event a complaint cannot be resolved between an employee and his/her immediate supervisor, or when an applicant for employment has a complaint, the complaint and the basis for it must be submitted in writing to the EEO/AA Coordinator (Director of Human Resources).

(3) The designated EEO/AA Coordinator (Director of Human Resources) will counsel and advise the complaintant regarding the filing and processing of the complaint.

(4) Employees shall be free from any restraints, interferences, coercion or reprisal as a result of filing a complaint, serving as a witness, or seeking information regarding this program.

(b) Formal Action (Refer to Grievance Procedure 5.4 or 5.33 Behavior and Personal Appearance) (Revised December 5, 1994)

5.3.13 **Records and Reports** (Revised December 5, 1994)

(a) Records of personnel decisions on applications for employment and reasons for them are to be kept for a minimum of five (5) years. Such records will be reviewed periodically by appropriate administrative officers and/or the EEO/AA Program.

(b) The College EEO/AA Coordinator (Director of Human Resources) shall prepare and submit to the President of the College for ultimate submission to the Board of Trustees following a review with college administration an annual report of the EEO/AA Program.

(c) The EEO/AA Coordinator (Director of Human Resources) will prepare and submit to the compliance agency, as may be required, a written report outlining specific efforts and elements of progress resulting from implementation of the detailed program to assure equal employment opportunity.

5.4 **Grievance Policy** (Approved June 4, 1990; Revised May 4, 1992; Revised December 5, 1994)

East Central College employees, are encouraged to bring to the attention of administration their concerns about work-related situations. **Grievance** shall refer to a claim by any employee of a violation, misinterpretation or inequitable application of college district policies, regulations, procedures, federal/state statutes or other existing laws or other actions that adversely and directly affect the employee.

**Procedures**

**5.4.1 Grievance Process** (Revised December 5, 1994)

The college provides a process to resolve grievances for employees. The purpose of the grievance process is to secure, at the lowest possible administrative level, a prompt and equitable solution to individual grievances.

All college personnel who supervise another employee(s) are responsible for making certain that employees under their supervision have knowledge of and understand the grievance process and that employees feel free to use the process without fear of criticism or action taken against progression, or chance for job advancement.

Grievances should only be filed after a good faith effort has been made by the individual(s) to resolve the problem. Personal differences and personality clashes are not grievances and should be handled within the individual(s) administrative area through a conflict resolution process consisting of discussion of the conflict with supervisor(s) and/or Director of Human Resources.

An individual will not be retaliated against because he/she filed a grievance. However, any false statement(s) made in the course of the grievance proceeding shall be grounds for disciplinary action for any employee involved in the grievance process.

**5.4.2 Definitions**

(a) Grievance - A grievance is a claim in writing utilizing the Grievance Form (Refer to Appendix K) and shall refer to a claim by any employee of a violation, misinterpretation, or inequitable application of college policies, regulations, procedures, federal/state statutes or other existing laws or other actions that adversely and directly affect the employee.

(b) Grievant - the individual(s) filing a grievance in writing. Multiple grievances filed simultaneously over a common occurrence or event may be processed in a joint action.

(c) Employee - shall refer to anyone hired by the Board of Trustees of East Central College to perform services for compensation.

(d) Step 1 Supervisors - shall refer to:

**Presidential**
- Director, Institutional Development
- Director, Public Relations

**Finance & Administrative Services**
- Bookstore Manager
- Director, Computer Services
- Director, Human Resources
- Director, Physical Plant/Business Manager
- Supervisor, Accounting Services
- Supervisor, Physical Plant
- Custodial Supervisor

**Curriculum & Instruction**
- Coordinator, Adult Basic Education
- Coordinator, Media Services
- Coordinator, Single Parent/Homemaker
- Coordinator, Tech Prep
- Director, Continuing Education
- Director, Joint Career Tech Programs
- Director, Single Parent/Displaced Homemaker Programs
- Director, Vocational/Technical Education
- Division Manager, Allied Health
- Division Manager, Arts & Sciences
- Division Manager, Business Education
- Division Manager, Developmental Education & Physical Education
- Division Manager, Social Science & English
- Division Manager, Trade & Industrial Technology
- Librarian

**Student Services**
- Assistant to Vice President, High School Relations
- Coordinator, Career Services
- Coordinator, Child Care
- Coordinator, Student Activities & Intramural Athletics
- Director, Admissions/Registrar
- Director, Athletics
- Director, Counseling
- Director, Financial Aid

(e) Step 2 Supervisors - shall refer to:
- Vice President, Curriculum & Instruction
- Vice President, Finance and Administration
- Vice President, Student Services

(f) Step 4 Supervisor - shall refer to: College President

(g) Option Supervisor for Step 1, 2, or 4 (in instances where grievant feels there is a conflict of interest) shall refer to: Director, Human Resources (alternate to the Director, Human Resources, for whatever reason, shall be the Vice President, Student Services, or the Vice President, Finance and Administration, or the Vice President, Curriculum and Instruction).

(h) Working Day - a working day means a normal college business day, exclusive of Saturday, Sunday, a scheduled holiday or recess observed by the college.

(i) Advisor - a support person selected by the grievant to provide advice, support, consultation, and representation at any point during the grievance process. The grievant is responsible for informing the supervisor that an advisor shall be present. More than one advisor must be agreed upon by the Supervisor.

### 5.4.3 Steps in Grievance Process

Any grievance shall be presented through the following procedure although the grievant is urged to discuss items informally with his/her supervisor(s) before filing a formal written grievance. In any formal meeting of an investigative nature between the grievant and Supervisor the grievant shall have the right to be accompanied by his/her advisor. No stenographic, transcription, or electronic recording of any conference or proceedings shall be allowed. The Director of Human Resources or designee shall be responsible for consulting with individuals of the grievance process and is responsible for coordination of the grievance process.

(a) Step 1: Appeal to the Step 1 Supervisor. Within sixty (60) working days after the event or occurrence giving rise to the alleged grievance, or within sixty (60) working days from the date on which a grievant should have reasonably known of its occurrence, the grievant shall present the grievance in writing to the Step 1 Supervisor. The formal grievance will include the completed "Grievance Form" (Refer to Appendix K) which shall include:

(1) The name(s) of the grievant(s).
(2) Today's date and date of incident.
(3) A statement of the facts upon which the grievance is based.
(4) Relevant Board policy(ies) or relevant administrative procedure(s) alleged to be violated.
(5) The date on which the event or occurrence first occurred.
(6) The date of the initial submission of the grievance in writing.
(7) Such other information which the grievant deems relevant.
(8) The resolution or relief requested.
(9) The grievant(s) signature.

The Step 1 Supervisor shall make such inquiries and review such documents as he/she considers appropriate and hold a conference with the grievant (and his/her advisor if requested), and render a decision [and the reason(s) for that decision] to the grievant in writing within ten (10) working days after receipt of the grievance.

(b) Step 2: Appeal to the Step 2 Supervisor. In the event the grievant is not satisfied with the decision at Step 1, he/she may, within ten (10) working days of receiving the decision, present an appeal in writing to the Step 2 Supervisor of the division in which the alleged grievance occurred. The appeal should include a copy of the original grievance and all applicable documentation along with the reply from Step 1.

The Step 2 Supervisor shall make such inquiries and review such documents as he/she considers appropriate, and hold a conference with the grievant (and their advisor if requested), and render a decision [and the reason(s) for that decision] to the grievant in writing within ten (10) working days after receipt of the grievance.

(c) Step 3: Appeal to the Review Panel. In the event the grievant is not satisfied with the decision at Step 2, he/she may request the naming of an independent panel to review the grievance. (The Review Panel step is optional if agreed upon by both the grievant and the administration.) The panel shall consist of: the grievant's advisor, the vice president responsible for administering the policy or procedure relevant to the subject matter of the grievance, and one full-time employee from each personnel group (faculty, professional, and support staff) selected through a lottery system.

The lottery system will be administered by the Director of Human Resources and assisted by a designated witness to assure random selection of the panel members. The names of full-time employees by personnel groups will be placed and drawn from a container. The panel members selected shall then be notified, and a hearing shall be arranged. This review panel selection and notification process will be completed within a five (5) working day period.

In the event that a selected panel member wishes to disqualify him/herself, an alternate panel member shall be selected.

The grievant will submit all relevant information to the panel within ten (10) working days of formation of the panel, including the findings reached at Steps 1 and 2. The panel will review all information submitted through Steps 1 and 2 and render a decision [and reason(s) for that decision] no more than ten (10) working days from formation of the panel.

It shall be the option of the grieved party not to have his/her grievance processed under Step 3 and if the election is made, grievant may proceed under Step 4.

(d) Step 4: Appeal to the Step 4 Supervisor. In the event that the grievant is not satisfied with the decision at Step 2 or 3, he/she may within ten (10) working days of receiving the decision, present an appeal in writing to the Step 4 Supervisor. The appeal should include a copy of the original grievance and all applicable documentation along with the replies from Step 1, Step 2, and Step 3.

The Step 4 Supervisor shall make such inquiries and review documents pertaining to the grievances, and hold a conference within ten (10) working days after receipt of the appeal. Participants in the conference shall include the grievant, the grievant's advisor, the Step 1 Supervisor, the Step 2 Supervisor, the Director of Human Resources, and other persons requested by and agreed upon by the administration or the grievant. The Step 4 Supervisor shall render a decision and the reasons for that decision, in writing, within ten (10) working days after the conference.

(e) Step 5: Appeal to the Board of Trustees. In the event the grievant is not satisfied with the decision at Step 4, he/she may within ten (10) working days of receiving the decision, present an appeal in writing to the President of the Board of Trustees through the Step 4 Supervisor. The appeal should include a copy of the original grievance and all applicable documentation no later than their next regular scheduled meeting along with the replies from Steps 1, 2, 3, and 4. A hearing shall be held within thirty (30) working days of the date of the notice.

Upon receipt of the documentation, the President of the Board of Trustees shall review the documentation and shall give notice to the grievant within ten (10) working days that a hearing to consider the grievance shall be held before the Board on a particular day and at a certain time and place; that the grievant may be present with or without an advisor; and that he/she may produce witnesses or other evidence on his/her behalf at the hearing.

The notice must be handed to the grievant personally or it may be sent to him/her by registered mail at his/her most recent known address. If delivered personally, an affidavit of service must be presented to the President of the Board of Trustees by the person who performed the service. If service is had by mail, a return receipt properly signed by the grievant or his/her agent for service shall be presented to the President of the Board of Trustees. The affidavit or return receipt must reveal that the grievant received the hearing notice at least ten (10) working days before the hearing is conducted before the Board of Trustees. Should the grievant not appear for the hearing, the grievance shall be dismissed. Should the grievant or his/her advisor request additional time in which to prepare, the President of the Board of Trustees may grant such additional time and continue or postpone the hearing to another day and time.

The President of the Board of Trustees shall conduct the hearing at the time and place called for in the notice or at the postponed time, if additional time is requested. Such hearing shall not be public and either party may ask that all witnesses not be present while any other person is testifying. In addition, a transcription or electronic recording shall be made of the hearing proceedings.

The formal legal rules of evidence need not be followed. The proper college administrative official(s) or attorney shall represent and present the institution's position as applicable, and such grievant or his/her advisor may have the right to cross examine any witness called by the institution.

The grievant may produce witnesses in his/her behalf, who may be cross examined. He/she may also produce any other evidence which he/she may deem favorable to his/her position.

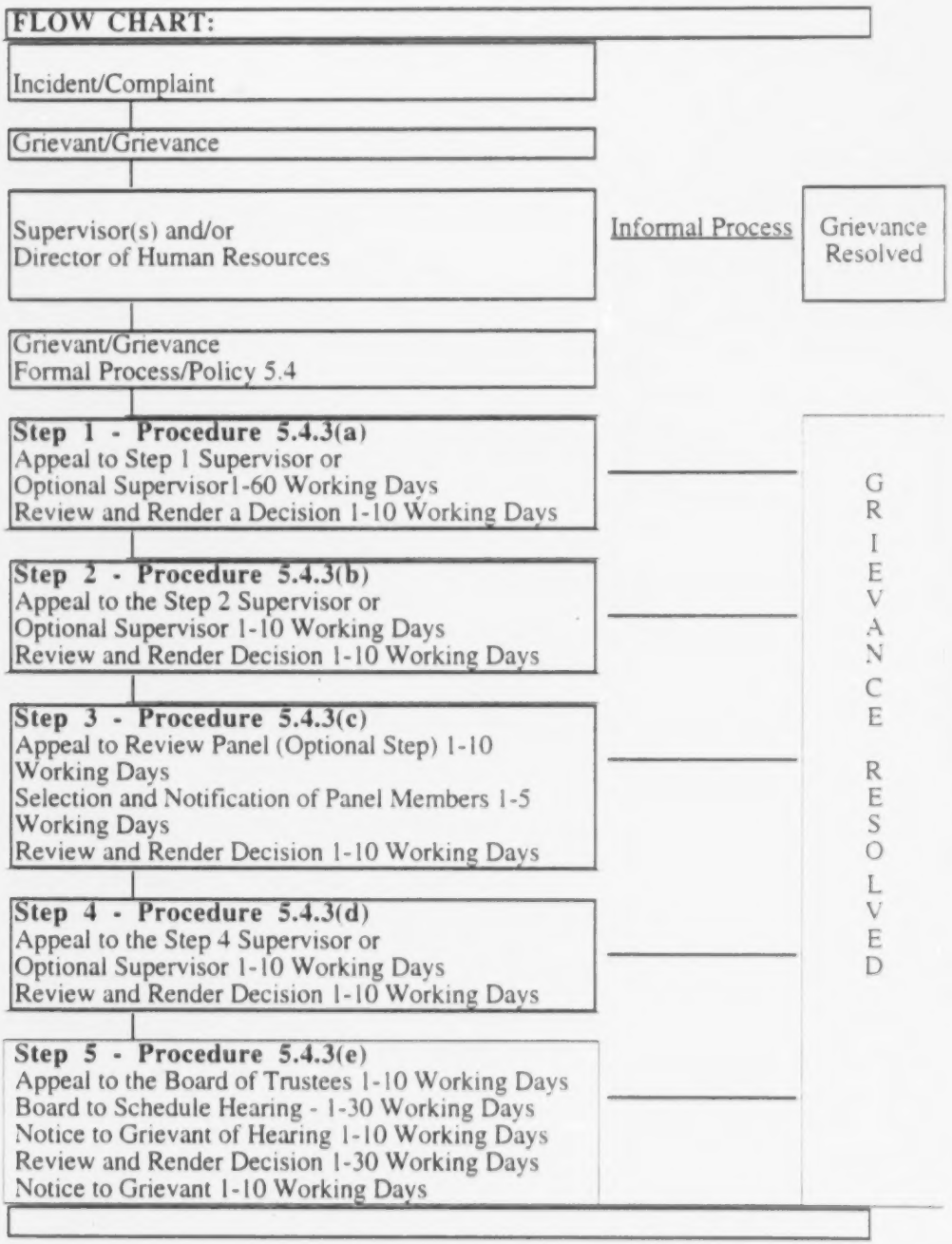
At any time during the proceedings any member of the Board of Trustees may question any witness or call for a point of order of procedure to be clarified.

After the testimony has been presented and each side has concluded its evidence, the Board of Trustees shall retire to deliberate submitted information. The Board shall review all information submitted and render a determination no more than thirty (30) working days from the Board hearing.

The Board of Trustees may determine that the grievance is not properly founded and, if so, shall so declare. If the Board decides that the grievance has merit, the Board shall take whatever corrective action is appropriate. The findings and conclusions of the Board of Trustees shall be in writing and delivered to the grievant or his/her advisor within ten (10) days of a decision. The decision of the Board of Trustees shall be final.

### 5.4.4 Administrative Guidelines

(1) Grievance Flow Chart and Time Limits. All time limits specified herein are working days. In the interest of the prompt resolution of employee complaints, the action at each step of the grievance procedure should be taken as rapidly if possible, but not later than the prescribed time limit. In the event of extenuating circumstances, a time limit (not to exceed 10 working days) may be extended by the Supervisor provided the grievant is advised of the reasons for such extension.


FLOW CHART:
Incident/Complaint
Grievant/Grievance
Supervisor(s) and/or
Director of Human Resources
Informal Process
Grievance Resolved
Grievant/Grievance
Formal Process/Policy 5.4
Step 1 - Procedure 5.4.3(a)
Appeal to Step 1 Supervisor or
Optional Supervisor1-60 Working Days
Review and Render a Decision 1-10 Working Days
Step 2 - Procedure 5.4.3(b)
Appeal to the Step 2 Supervisor or
Optional Supervisor 1-10 Working Days
Review and Render Decision 1-10 Working Days
Step 3 - Procedure 5.4.3(c)
Appeal to Review Panel (Optional Step) 1-10 Working Days
Selection and Notification of Panel Members 1-5 Working Days
Review and Render Decision 1-10 Working Days
Step 4 - Procedure 5.4.3(d)
Appeal to the Step 4 Supervisor or
Optional Supervisor 1-10 Working Days
Review and Render Decision 1-10 Working Days
Step 5 - Procedure 5.4.3(e)
Appeal to the Board of Trustees 1-10 Working Days
Board to Schedule Hearing - 1-30 Working Days
Notice to Grievant of Hearing 1-10 Working Days
Review and Render Decision 1-30 Working Days
Notice to Grievant 1-10 Working Days
GRIEVANCE RESOLVED

(2) Grievance hearings shall be scheduled at mutually satisfactory times during normal and routine working hours if possible.

(3) New grievance issues that were not raised at Step 1 may not be raised by either party in subsequent steps.

(4) Additional relevant information may be added to the grievance following Step 1 of the process if specific to the issues raised in Step 1 only.

(5) Grievance information or testimony must be treated in a discreet and confidential manner by all persons involved.

(6) Information Disposition. Every reasonable effort should be made by all individuals involved in the grievance process to resolve any questions, problems or misunderstandings that may arise during the grievance process.

(7) If the grievant skips a step or files with an outside compliance agency before completion of the college's grievance process, all college grievance processes shall be suspended. In some instances skipping a step may be warranted if approved by the Director of Human Resources.

5.5 **Academic Freedom Policy** (Approved December 3, 1968)

East Central College supports academic freedom to maintain the free exchange of ideas and information.

**Procedures:**

5.5.1 The East Central College instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing on any subject as a citizen, there should be freedom from institutional censorship or discipline.

5.5.2 (Revised January 6, 1997)However, the rights of citizenship are closely paralleled by the responsibilities that are a part of such citizenship. The instructor's position as a leader of the education of the community imposes additional responsibilities.

Students may credit utterances or writings to institutional or professional policies. The public may judge the instructor, the profession, and the institution by what is said. Therefore, it is imperative that the instructor should at all times be accurate in statements, exercise appropriate restraint, show respect for the opinion of others, and should make every effort to indicate that the instructor is not an institutional spokesperson.

5.5.3 If one is to bestow the blessings of liberty and freedom upon students through the medium of truth, moral and spiritual responsibility of democratic living, then one must as vigorously apply such concepts to his/her own actions. For it is not entirely what the instructor says that determines his/her contribution to the growth of the democratic ideal. It is a living example of greatness and truth that determines whether such traits are passed on to future generations.

5.6 **Personnel Records Policy** (Adopted June 1, 1992)

Personnel records and information will be maintained for each applicant, employee, and past employee.

**Procedures:**

5.6.1 **Personnel Records** (Revised December 5, 1994)

Records are to contain information which is needed by the college to conduct its business or which is required by federal, state, or local law. This information normally will include, but will not necessarily be limited to, the following:

(a) Application forms
(b) Payroll information
(c) Performance review
(d) Disciplinary records, and
(e) Attendance and tardiness records

5.6.2 **Employees Responsibility**

Employees are to keep their personnel records up-to-date and to notify the Human Resource Service in writing of any changes in the following:

(a) Name
(b) Address
(c) Telephone Number
(d) Marital status (for benefits and tax withholding purposes only)
(e) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only)
(f) Beneficiary designations for any of the college's insurance, disability, and pension plans
(g) Persons to be notified in case of emergency

5.6.3 **Record Inspection** (Revised December 5, 1994)

Employees are allowed to inspect their own personnel records.

(a) Employees who, after inspecting their personnel files, feel that any material is inaccurate or irrelevant may submit a written request to the Director of Human Resources to have the material revised or removed from the file. If such a request is not granted, the employee will be permitted to place a written statement of disagreement in the file and can pursue the matter further using the Grievance Process.

(b) Employees are prohibited from inspecting any personnel files except their own, unless they have a legitimate managerial need to know the information in the other files. Examples of individuals who may have a legitimate need to inspect personnel records include the President, the Director of Human Resources or a designated assistant, and any supervisor who is considering an employee for promotion, transfer, or other personnel action. Any access to a personnel file should be verified and recorded and kept as a permanent part of the file.

(c) A personnel file access log will be maintained.

5.6.4 **Information Request** (Revised December 5, 1994)

Employees are to refer all requests from outside the college for personnel information concerning applicants, employees, and past employees to the Human Resource Service.

5.6.5 **Maintaining Personnel Records for Federal, State, and Local Laws**

The Human Resource Service is to make provisions to retain certain personnel records as required by various federal, state, and local laws.

5.7 **Employment Contracts Policy** (Adopted June 1, 1992)

Written employment contracts shall be executed with some college employees, such as faculty and exempt employees. Those who do not have a written employment contract of a specified duration are considered at-will employees.

**Procedures**

5.7.1 **Written Employment Contract** (Revised December 5, 1994)

Written employment contract terms are normally used to spell out the important terms and conditions of an individual's employment. Terms and conditions will generally include:

(a) The length of time that the contract will last; and

(b) the job title and a description of job duties, reserving to the college the right to change the employee's duties as the college's interests require; and

(c) the goals; and

(d) the salary to be paid.

5.7.2 **Additional Terms** (Revised December 5, 1994)

The employment contracts covered by this policy may include, depending on individual circumstances, the following:

(a) Contracts for full-time exempt employees will be on an annual basis from July 1 through June 30.

(b) Contracts for full-time faculty are generally from August through May (in some cases the contractual period may be a different specified period) and may be paid out over a twelve-month period if requested by the faculty member.

5.7.3 **Grant Program Contracts** (Revised December 5, 1994)

This type of contract is used for exempt and faculty positions and is contingent upon continued receipt of grant funds. In the event the grant should terminate at any time for whatever reason, then this contract shall terminate and each party's rights and obligations shall be excused and discharged.

5.7.4 **Faculty Contract Classifications**

Contracts shall be divided into three classifications. This will provide for short term employment and allow for a more permanent employment after the faculty member's assignment has been assessed, as outlined below, over a period of time.

(a) **Limited Term Employment**. A limited term contract shall be made for a specified period of time. This classification is to be used for part-time contracts, a temporary replacement for a full-time faculty member, or when a trial period of time is required to determine if a new program can be continued on a permanent basis. The contract shall clearly state the length of the employment. If the position becomes permanent, an annual contract shall be issued.

(b) **Annual Contract**. An annual contract shall be made for the initial employment when the position is regarded a permanent position. The annual contract shall show a date when the employment ends.

(c) **Continuous Contract.** A continuous contract shall be made after the employee has been employed full-time for a period of five (5) years (to be made during the fifth year). All full-time faculty employment (Limited Term and Annual) will be applied to the five-year standard.

5.7.5 **Faculty Contract Procedures** (Revised December 5, 1994)

In order to have an efficient employment system, the following shall be observed.

(a) Notice of new positions shall be made early enough to provide sufficient time to secure qualified applicants.

(b) List of new or replacement positions shall be communicated to all college faculty and staff as soon as it is available.

(c) The new faculty member shall be hired only upon recommendation of the supervisor, Vice President for Curriculum and Instruction, EEO/AA Coordinator (Director of Human Resources), President of the College, and Board of Trustees.

5.7.6 **Faculty Reappointment Procedures** (Revised December 5, 1994)

(a) **Limited Term Contract**. The normal procedure shall be that a limited term contract shall not be reappointed at the end of the term. If it is desired to reemploy the employee, this may be done by a limited term or an annual contract. Part-time contracts are considered at-will employees.

(b) **Annual Contract**. Reappointment for an annual contract shall be made upon the recommendation of the supervisor and the Vice President for Curriculum and Instruction. It is to be based upon satisfactory evaluation of the employee.

(c) **Continuous Contract**. During the fifth year of employment, the employee shall undergo an assessment by the supervisor and the Vice President for Curriculum and Instruction. If the assessment is satisfactory, the employee shall be recommended for continuous contract.

5.7.7 **Faculty Non-Reappointment Procedures**

(a) **Limited Term Contract**. Since it is understood that this contract terminates at the end of the term, no procedure for non-reappointment need be stated. Under special conditions, consideration can be made for an annual contract or continuation of a limited term contract.

(b) **Annual Contract**. If evaluations or other conditions indicate that the faculty member shall not be retained, said faculty member shall be notified by the end of the fall semester, except for first-year contract, when the date will be March 1. If deficiencies in performance exist, the faculty member shall be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, supervisor, and the Vice President for Curriculum and Instruction. If the deficiencies are not corrected or others appear, action shall be taken for dismissal.

(1) Non-reappointment for an annual contract shall be made upon the recommendation of the supervisor, the Vice President for Curriculum and Instruction, the President of the college and the Board of Trustees. If the employee is not reemployed for the following fall semester, the faculty member shall be notified in writing as to why he/she will not be employed.

(2) If evidence that the employee should not be reemployed occurs after the beginning of the second semester, the faculty member may be given a limited term contract for the next year and his/her employment then terminated.

(3) The faculty member shall be assured of the right of due process described in the Grievance Process Policy 5.4 or Behavior and Personal Appearance Policy 5.33, whichever is appropriate Policy.

(c) **Continuous Contract**. If conditions exist that indicate the faculty member shall not be retained, the faculty member shall be notified that employment is to be terminated and shall be given a limited term contract of one year. This should give sufficient time for the faculty member to find other employment.

The procedure for termination of a continuous contract shall be the same as for the annual contract.

5.7.8 **Employment Contract Resignations** (Revised December 5, 1994)

Resignations by contracted personnel will be submitted to and approved by the department supervisor, division vice president, Director of Human Resources, President of the College, and Board of Trustees.

5.8 **Classification of Staff Policy** (Approved August 14, 1989; Revised May 4, 1992)

For the purposes of organization, the assignment of duties, responsibilities, and the establishment of compensation, a system of classification will be maintained by the college administration.

**Procedures:**

5.8.1 **Teaching Faculty**

Teaching faculty shall be primarily engaged in the activity of teaching. They shall be in contact with students on a daily basis for the purpose of transmitting knowledge and skill. Teaching faculty members shall meet the minimum employment qualifications.

5.8.2 **Administrators**

Administrators (President and Vice Presidents) shall be those exempt personnel whose primary function is to provide leadership, organization, management and supervision to the college's programs and personnel. Administrators shall have direct responsibility for making recommendations for staff selection or dismissal; for the development of programs, new and existing; for the supervision and evaluation of staff; and for the in-service development of staff as determined by the President of the College and approved by the Board of Trustees. Administrators shall meet the employment qualifications.

5.8.3 **Professional Staff**

Professional staff shall include those exempt personnel who perform specialized duties which are critical to the function of the college. They shall be engaged in activity which supports the general management and administration of the college. Professional staff shall meet the employment qualifications.

5.8.4 **Support Staff**

Support staff shall include those non-exempt personnel who are necessary to the day-to-day functions of the college. Support staff shall meet the employment qualifications.

5.9 **Qualifications Policy** (Approved 8/14/891; Revised May 4, 1992)

For the purposes of offering and continuing employment, East Central College establishes qualifications for all positions.

**Procedures:**

5.9.1 **Faculty and Exempt Staff Vocational Certification**

Faculty teaching in the vocational-technical division and designated exempt staff are required to keep state certification current to maintain eligibility for state reimbursement.

5.9.2 **Faculty Primary Assignment**

Each full-time teaching faculty member shall be assigned a primary subject discipline or primary career field by action of the Board of Trustees upon recommendation by the President of the College. It shall be possible to be assigned to more than one primary discipline or career field if the same qualifications are met. To be assigned to a primary subject discipline(s) or primary career field(s), the full-time teaching faculty member must meet one of the minimum qualifications for appointment:

(a) A master's degree with a major in the subject field to be taught, or a master's degree with a focus in the subject field to be taught

(b) Thirty semester hours of graduate work in a specific subject discipline to be taught.

(c) Directly related work experience in the career field to be taught and eligibility to the vocational education certification requirements of the Department of Elementary and Secondary Education of the State of Missouri

5.9.3 **Teaching Outside Primary Area**

Assignment to a primary subject discipline or primary career field(s) does not preclude a faculty member from being assigned by the Vice President for Instruction and Curriculum to teach a portion of his/her course load outside the primary area. No full-time faculty member may be assigned to teach a fall or spring semester course load which consists entirely of courses outside his/her assigned primary subject discipline(s) or assigned primary career field(s).

5.9.4 **Cross-Trained Teaching Faculty**

Teaching faculty may be assigned by the Vice President for Instruction and Curriculum to teach in more than one discipline or professional field if they meet the minimum qualifications. In instances where it appears that a normal work load will not be available because of insufficient enrollments or other reasons beyond the control of the teaching faculty member and the administration, the Vice President for Instruction and Curriculum may assign a teacher to teach in an additional discipline or professional field of study if the faculty member completes a minimum of 15 semester hours of accredited graduate study in the discipline or professional field.

5.9.5 **Faculty Substitute**

Qualified individuals will be employed by the administration when necessary to replace certified employees. Salary for substitute personnel will be determined according to assignment.

5.9.6 **Exempt Staff**

Exempt staff (administrative and professional staff) shall have a minimum of an associate degree or equivalent work experience which is directly related to the duties performed by the staff member. Some exempt positions will require extensive education and, in such cases, a master's degree or graduate work beyond a master's degree may be required for the position. Education or work experience qualifications must be directly related to the duties performed by the employee.

5.9.7 **Non-exempt**

Non-exempt (support staff) shall ideally have a minimum of a one-year certificate and/or two years of work experience directly related to the function they will perform. Where highly technical knowledge is needed, degrees or professional certification will be required. Education and/or work experience or professional certification must be directly related to the duties performed by the employee.

5.10 **Position Descriptions Policy** (Approved August 14, 1989; Revised May 4, 1992)

To ensure that the basic duties and requirements of all positions in the district are specified in an accurate, up-to-date manner, position descriptions will be maintained by the college administration.

**Procedures:**

5.10.1 **Position Description Files**

A position description will be prepared and kept on file for all positions in the district.

5.10.2 **Position Description Contents**

The information contained in each position description will be based on a job analysis and comply with ADA. This description will be a written record summarizing the position's principle duties and responsibilities and written according to ADA guidelines.

5.10.3 **Position Description Review**

Employees will be given a chance to review and suggest changes in a draft version of their position description before it receives final approval. Once reviewed by employees, position descriptions must be approved by administration. Employees are entitled to receive a copy of their position description once it has received final approval.

5.10.4 **Responsibility for Accuracy of Description** (Revised December 5, 1994)

The **Director of Human Resources** will be responsible for reviewing for accuracy and completeness of the description. Employees who believe their position description contains inaccurate or out-of-date information should express such concerns to their supervisor, who will recommend changes to the Director of Human Resources when deemed warranted. Employees should be knowledgeable of the fact that position descriptions do not necessarily cover every task or responsibility that may be assigned and do not limit administration's right to assign additional related duties as needed.

5.11 **Employment-At-Will Policy** (Adopted June 1, 1992)

Employees who do not have a separate, individual employment contract with the college for a specific, fixed term of employment are employed at the discretion of the college for an indefinite period. These employees may resign from the college at any time, for any reason, or may be terminated at any time, with or without cause.

**Procedures:**

5.11.1 **Employment-At-Will Personnel**

Included are full-time and part-time non-exempt personnel, part-time faculty, and extra duty assignments.

5.11.2 **Appointment Notice**

Each employee shall receive an appointment notice. This notice shall include the position assignment, the position classification, compensation, and the starting employment date.

## 5.12 **Temporary Employees Policy** (Approved January 7, 1991)

The President of the College may supplement the regular work force, according to the approved staffing plan, with temporary employees up to 90 working days prior to Board of Trustee approval, when needed because of peak periods, employee's absence, or other situations as may be determined.

**Procedures:**

### 5.12.1 **Temporary Definition**

A temporary employee is defined as faculty, exempt, or non-exempt personnel, hired either part-time or full-time for a specified, limited period.

### 5.12.2 **Part-time and Full-time Definition** (Revised December 5, 1994)

Part-time and full-time employee classifications are defined as follows:

(a) Full-time exempt and non-exempt = 40 hours or more per week
(b) Part-time exempt and non-exempt = less than 40 hours per week with the exception of certain designated Instructional Assistants
(c) Full-time faculty = 30 semester credit hours or equivalent each academic year (15 SCH fall and 15 SCH spring)
(d) (Revised January 6, 1997) Part-time faculty = less than 30 semester credit hours or equivalent each academic year (15 SCH fall and 15 SCH spring). Normally the load will be 9 SCH or less per semester.

### 5.12.3 **Requisition for Temporary Employees**

Supervisors with a need for temporary employees should submit a personnel requisition to Human Resource Service. All requisitions will be reviewed by Human Resource Service and administration and appropriately advertised.

### 5.12.4 **Non-eligible Benefits** (Revised December 5, 1994)

Temporary or part-time employees are not eligible for paid absences, vacations, holidays, tuition, medical, dental, vision, or life insurance or other benefits provided by the college.

### 5.12.5 **Retirement Benefits** (Revised December 5, 1994)

Retirement benefits for temporary non-exempt employees working 20 hours per week for one month are subject to state and federal laws and regulations and if required, are provided by the college during the temporary period of employment. Information concerning eligibility is available from the Office of Financial Services.

5.12.6 **Worker's Compensation and Unemployment Benefits** (Revised December 5, 1994)

Temporary employees qualify for Workman's Compensation and State of Missouri unemployment benefits as governed by the State and Federal Regulations. Information concerning Workman's Compensation is available from the Office of Financial Services. Information concerning unemployment benefits should be directed to the Missouri Division of Employment Security.

5.12.7 **Employee Status Change**

An employee whose status changes from temporary to permanent will be considered as hired on the date of the change of status for purposes of eligibility for paid absences, vacation, holidays, tuition, medical, dental, vision, life insurance or other benefits provided by the college.

5.13 **Definition of Full-Time Employment Policy** (Approved November 2, 1987)

For the purpose of establishing the employment status of teaching, administrative, professional staff and support staff, East Central College will define "full-time employment".

**Procedures:**

5.13.1 **Teaching Faculty**

Faculty members for all departments and programs shall work 170 to 180 days of service during the regular academic year, and they shall have a normal instructional load of 30 semester credit hours or equivalent. The academic year shall consist of the fall and spring semester, excluding the summer session. The semester must include the number of days of instruction, exclusive of testing, workshops, and other activities which satisfy the academic standards of the Board of Trustees, accrediting agencies, and the Coordinating Board for Higher Education.

5.13.2 **Administrators and Professional Staff (Exempt)**

Exempt staff must have a normal work week of forty hours (exclusive of any unpaid lunch period) during the duration of the contract.

5.13.3 **Support Staff (Non-exempt)**

Non-exempt staff shall have a normal work week of forty hours (exclusive of any unpaid lunch period).

5.14 **Supplemental Employment Policy** (Approved December 3, 1968; Revised May 4, 1992)

No employee of the college will engage in any supplementary employment which will in any way interfere with his/her ability to carry out his/her assignment. Authorization must be obtained before an employee accepts supplementary employment during any period when he/she is on duty with the college.

**Procedures:**

5.14.1 **Requests for Permission**

Requests to accept outside or supplementary employment, including self-employment, should be submitted on the Supplementary Employment Request form and approved by administration.

5.14.2 **Loss of Paid Sick or Vacation Days Due to Outside Supplementary Employment**

Employees who have accepted outside supplementary employment are not eligible for paid sick or vacation days (unless pre-approved) when the absence is used to work on the outside job.

5.14.3 **Tutoring or Private Instruction**

(a) Faculty personnel shall not tutor for compensation any student enrolled in the college.

(b) Private instruction is approved, provided the student is enrolled for a credit course and has paid a fee to the college.

5.15 **Pay Policy** (Adopted June 1, 1992)

Payroll checks will be issued to employees on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.

**Procedures:**

5.15.1 **Paychecks for Full-time, Exempt Status Employees** (Revised December 5, 1994)

Paychecks will be issued once a month, on or about the 15th of each month. If the 15th falls on a Saturday, Sunday, or Monday holiday, employee checks will be ready on the Friday before the 15th. If the 15th is a holiday during the work week, employee checks will be ready on the 14th. But, if the 15th of the month is a Monday, and the college is open, paychecks will not be ready for disbursement until Monday, the 15th. Paychecks are available at the Financial Service counter at approximately 11:00 a.m. If an employee is not at work on payday, a request may be made to have the check mailed to an address designated by the employee or picked up by a person designated by the employee, or held until the employee returns to work.

5.15.2 **Part-time Employees**

Part-time employee's payday may vary depending on position employment status.

(a) **Support Staff**. Non-exempt employees are paid by hours shown on time cards (white time cards) which are completed and turned in every Friday. Checks are issued every other Friday for hours turned in and approved through the preceding Friday. The workweek begins on Saturday and ends the following Friday. Social security number and Friday's date should be entered on the top of each time card. Time cards are available in the Finance and Administration Office.

(b) **Adult Basic Education (ABE) Instructors.** ABE instructors should complete an orange time sheet for each month. It should be sent or given to the ABE Coordinator. Other monthly reports specified in the ABE teachers' manual should accompany the orange time sheet. The ABE Coordinator will check the time sheet, write in the correct account number, sign it, and forward it to payroll. ABE instructors will be paid on the next biweekly payroll following receipt of the time sheet in payroll. Federal and state income tax will be withheld according to the W-4 on file. Basic social security and medicare will also be withheld. ABE instructors are part-time, non-exempt employees, and are not eligible for sick leave, vacation, or holiday pay. Direct deposit is available for ABE instructors. Pay checks will be mailed to home address unless the employee given written notice to payroll that he/she wishes to pick up the check at the Financial Service window.

(c) **Part-time Instructors**. Part-time faculty will be paid three times in the fall semester -- October 15, November 15, and December 15. The spring semester paydays will be March 15, April 15, and May 15. These checks are mailed to the employee unless the payroll accountant is notified that the employee wishes to pick the check up at the Financial Service counter in the Administration Building on the main campus. Social security, federal income taxes, and state income taxes are deducted from all checks.

5.15.3 **Paychecks for Full-time, Non-exempt Status Employees** (Revised December 5, 1994)

(a) A non-exempt (hourly paid) employee will need to complete a time card each week. Employee should use a white time card. Employee should write the social security number and the period ending date on the lines provided in the upper right hand corner of the form. The period ending date is always Friday's date.

(b) The workweek begins with Saturday and continues through the following Friday. Therefore, the pay period date should always be Friday's date.

(c) When entering times of arrival and leaving, hours and minutes should be as exact as possible. Time used for lunch break should be shown, but time used for a morning and/or afternoon break should not be shown. As many "in" and "out" boxes as needed should be used to document daily work hours. When the day is finished, add the number of hours actually worked and enter the total number under the column marked "R.H." for regular hours. Employees should not work more than eight (8) hours per day, or forty (40) hours per week unless authorized by the supervisor in advance. The supervisor should have the extra time pre-approved by the division administrator and the Vice President of Finance and Administration. Extra hours of work cannot be paid as overtime nor accrued as compensatory time without the advance approval as stated above. The total number of hours worked in the week should be shown in the area marked "TOTAL HOURS THIS WEEK." The time card must be signed by both the supervisor and the employee before sending the time card to payroll.

(d) Time cards must be received in the Payroll Department by Monday morning to allow time for computing and entering the payroll information.

(e) Biweekly paychecks are distributed every other Friday at the Financial Service counter at approximately 11:00 a.m. Paychecks are not available for disbursement prior to the date shown on them. If the employee will not be at work on payday, employee may have the check mailed to his/her home address, held by the supervisor, or picked up by a friend or family member. This person must have a note authorizing them to pick up his/her check. The college cannot release checks without this written authorization.

(f) Direct deposit is available upon request.

5.15.4 **Advance Vacation** (Revised December 5, 1994)

Employees who are eligible for vacation may receive an advance on accrued vacation time so long as an approved request for it is submitted to the payroll department at least one pay period prior to the commencement of the vacation. Under normal circumstances, no other advances or loans will be made without the prior approval of the Vice President of Finance and Administration.

5.15.5 **Non-exempt Employee Overtime Pay** (Revised December 5, 1994)

Non-exempt employees (i.e. those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times the regular hourly rate for hours actively worked above 40 hours per week. Holidays and days/hours when the college is closed are considered active hours worked. If the employee takes time off, over which the employee has control, (i.e. vacation time, sick leave, personal time or compensatory time) within the same workweek that the number of excess hours are worked, an equal number of excess hours will be paid at the regular hourly rate with the remainder of the excess hours paid at one and one-half times the regular rate.

5.15.6 **Annuity Payroll Deduction** (Revised December 5, 1994)

Deductions are authorized from payroll for those employees interested in participating in a tax sheltered annuity or tax sheltered custodial account under IRS Section 403b.

(a) No company shall be considered or allowed to furnish this type of program unless proof of Internal Revenue Service approval of its particular plan is submitted or if proof of its program meets each and every requirement as set forth by the Internal Revenue Code Section 403b.

(b) Each company shall be required to present to the employee and the college administration a specimen contract for review.

(c) Each company shall agree to comply with all college policies in connection with the sale of all tax sheltered annuities or other investments, and will agree to abide by such further regulations and requirements that from time to time may be added to the college policies.

(d) Any procedure written shall, as far as procedure of payment or collection of funds are concerned, be subject to the decision of the college administration so as to establish uniformity of procedure in the collection and transmittal of funds.

(e) No company shall be considered or allowed to furnish this type of program unless doing a level of business which places it in the top twenty-five (25) companies in the country.

(f) No company shall be considered or allowed to furnish this type of program unless two or more employees have signed a contract to have tax sheltered deductions. The only exception may be a new employee who has a 403b plan already in effect, provided said company and investment plan are acceptable to the college administration.

5.15.7 **Payroll Deduction Required by Court Order** (Adopted January 6, 1997)

The Vice President of Finance and Administration or designee is the only person authorized to receive a writ of sequestration or attachment, wage assignment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee.

The college may terminate the employment of any employee with two or more indebtednesses within a 12-month period. No wage assignment for child support or maintenance of a former spouse shall be considered a sequestration.

5.15.8 **Payroll Deduction for Debts Due the College** (Adopted January 6, 1997)

The following policy shall apply to the collection of a debt owed to the college by any employee.

(a) Payroll deductions shall be made from the wages of an employee owing a debt to the college for reasons such as: compensation overpayment, lack of receipts for advance payment, lack of payment of special fees or books for classes taken, college owned property which the employee has damaged, destroyed, or lost due to gross negligence or an intentional act, or any other reason a debt may be owed to the college.

(b) The full debt owed to the college shall be deducted from the employee's final pay if employment is terminated for whatever reason. The employee shall be held responsible for any amount owed in excess of the final pay.

(c) The employee shall be notified as soon as practicable when the college intends to make such a deduction. The amount deducted shall not result in lowering the wage below the minimum wage.

(d) Each employee will be required to sign a payroll deduction authorization that conforms with this policy as a condition of employment.

5.15.9 **Cafeteria Plan** (Revised December 5, 1994)

The college provides the opportunity for full-time employees to participate in a benefit plan which allows the employee to tax shelter income by redirecting pre-tax income to pay eligible benefit items normally paid with after-tax dollars.

(a) **Provider**. The cafeteria plan is offered through Central State Bank of Jefferson City, Missouri, and is approved under section 125 of the Internal Revenue Code.

(b) **Types of deductions**. The types of items that may be included in the cafeteria plan:
(1) Spouse portion of medical and family portion of dental and vision insurance premiums paid by the employee.
(2) Certain unreimbursed medical expenses (Maximum $1,800 per year.)
(3) Adult and child dependent care (Maximum $5,000).

(c) **Participation Process**. After the employee has been counseled and has selected the portions of the plan in which to participate and at what desired level, the financial services office will set up separate deductions from the employee's paycheck for the portions of the cafeteria plan in which he/she elect to participate. Central State Bank will invoice the college for the withholdings of unreimbursed medical expenses and dependent care. Amounts withheld for dependent insurance premium deductions would be remitted to the insurance carrier as usual.

(d) **Cost**. (Based on 1993 rates.) Costs to the employee range from two dollars ($2) per month for insurance deductions to four dollars ($4) per month for participation in all options. Participation costs would be deducted from the employee's paycheck and remitted to the plan provider.

(e) What happens if the employee miscalculates the amount needed for unreimbursed medical expenses or child care? If the employee underestimates the amount needed for these items, he/she will be required to pay the expenses with after tax dollars after he/she has exhausted the amount remitted to the cafeteria plan. If he/she overestimates the amount needed, any dollars remaining in his/her account at the end of the year become the property of East Central College.

(f) How does the employee collect for unreimbursed medical expenses? The employee is required to complete a reimbursement form and attach receipts. The employee then mails the form to the cafeteria plan claims office. Reimbursement is made directly to the employee by check or direct deposit. The employee may collect up to the maximum he/she has agreed to shelter in unreimbursed medical expenses even if the total amount has not yet been withheld from his/her salary.

(g) How does the employee collect on child or adult dependent care? The employee must pay for the dependent care and then present a receipt to the cafeteria plan claims office for reimbursement. Reimbursement will be made directly to the employee in the form of a check or direct deposit. The employee will be reimbursed only for the amount that he/she has already had withheld from his/her salary for this purpose.

(h) Whose responsibility is it to determine the amount to be withheld from the employee's paycheck for inclusion in the cafeteria plan? It is the sole responsibility of the employee.

(i) How often may the employee change his/her deductions? The election to participate and at what level is made on an annual basis. The amounts may not be changed within the calendar year unless there is a change in family status such as:

- Marriage/Divorce
- Birth/Adoption
- Change in spouse's employment status
- Death
- Change in the employee's employment status

Changes in insurance rates are the one exception. These changes will be made automatically.

(j) **Tax Savings Estimate.**

| | Without a Cafeteria Plan | With a Cafeteria Plan | Benefit Bank |
|---|---|---|---|
| Salary | $1,000 | $1,000 | |
| To Cafeteria Plan | | (100) | $100 |
| Taxable Salary | 1,000 | 900 | |
| Income Tax (20%) | (200) | (180) | |
| Social Security Tax (7.65%) | (76) | (69) | |
| Salary after Taxes | 724 | 651 | |
| Medical Expense | (100) | (100) | |
| Take Home Pay | 624 | 551 | |
| From Cafeteria Plan | | 100 | (100) |
| Net Take Home Pay | 624 | 651 | |
| Premium Fee | | 4 | |
| Net savings with a plan | | 23 | |

5.15.10 **Paycheck Deduction Statement** (Revised December 5, 1994)

Employee on each payday will receive a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from pay only if authorized in writing by the employee.

5.16 **Compensation and Guidelines Policy** (Approved July 15, 1991; Revised May 4, 1992; Revised December 5, 1994)

To provide a rational and consistent method of compensation for new, current, transferred or promoted employees, salary and wage scales and guidelines will be developed by the administration with input from personnel groups and approved annually by the Board of Trustees.

**Procedures**

5.16.1 **Guidelines for Establishing a Salary Schedule for Full-time Faculty**

(a) The faculty should receive contracted compensation according to a single salary schedule which will apply to new and returning faculty.

(b) The salary schedule should include a base salary for individuals with a master's degree or equivalent.

(c) The schedule should include provisions for those with less than a master's degree as well as those with an earned doctorate.

(d) There should be a uniform dollar increase per hour of approved academic credit if the credit is applicable to the professional or educational development of the employee.

(e) Teaching experience at East Central College and other educational institutions should count the same in terms of determining the years of experience for placement on the salary schedule. A five-year cap would be placed on prior years of teaching and work experience for salary schedule credit.

(f) Placement of current faculty on the Board-approved annual salary schedule will be based upon actual teaching experience plus any educational advancement previously awarded in accordance with the policies of the Board.

(g) Faculty Scale advanced one (1) step annually or as determined by the Board.

5.16.2 **Faculty Salary Scale (Updated Annually -- Contact Human Resource Services for copy)**

**A. New Faculty Placement**

| Degree | I Non-Degree | II Associate | III Bachelor | IV Masters | V Doctorate |
|---|---|---|---|---|---|
| Years | | | | | |
| 0 | $21,700 | $22,700 | $23,700 | $25,200 | $28,450 |
| 1 | $22,100 | $23,100 | $24,100 | $25,700 | $29,050 |
| 2 | $22,500 | $23,500 | $24,500 | $26,200 | $29,650 |
| 3 | $22,900 | $23,900 | $24,900 | $26,700 | $30,250 |
| 4 | $23,300 | $24,300 | $25,300 | $27,200 | $30,850 |
| 5 | $23,700 | $24,700 | $25,700 | $27,700 | $31,450 |
| Each SCH | $16 up to 63 hrs. | $16 up to 63 hrs. | $47 up to 32 hrs. | $52 up to 63 hrs. | $52 |

**B. Current Faculty Placement**

| | | | | | |
|---|---|---|---|---|---|
| Each Additional Year/Step | $400 | $400 | $400 | $500 | $600 |

**Example: New Faculty Placement on Scale:**

| | |
|---|---|
| Masters degree/base = | $25,200 |
| Plus 5 years experience x $500 = | $2,500 |
| Plus additional education increments $42 x 20 = | $840 |
| Total Salary = | $28,540 |

### 5.16.3 Full-Time Faculty Placement on Salary Scale (New Hires)

(a) Prior teaching or other appropriate work experience will be credited in the amount of the salary schedule increment per year approved to a maximum of five (5) years.

(b) Part-time teaching (at least 1/2 time assignment) will be credited at the rate of one (1) year full-time credit for two (2) years part-time experience.

(c) In cases where there is a shortage of qualified applicants, the college administration has the authority to place new faculty at salary steps higher than those specified in this schedule. In those instances, the college administration will justify the need for the salary at the time the employment recommendation is presented to the Board of Trustees.

### 5.16.4 Salary Schedule Placement Guidelines for New Teaching Personnel

| Entry Level | Entry Qualifications/Teaching Restrictions |
|---|---|
| I | Qualifications: **Non Degree**<br>Ten years directly related/progressively responsible work experience/vocational certification.<br><br>Teaching Areas: Instructors in this category may teach vocational skill courses (in their discipline) only (Air Conditioning, Building Construction, Dental Assisting, Welding, Electronics, and Hospitality). |
| II | Qualifications: **Earned Associate Degree Plus**<br>Five years directly related/progressively responsible work experience/vocational certification.<br><br>Teaching Areas: Instructors in this category may teach vocational skill courses (in their discipline) only (Air Conditioning, Building Construction, Dental Assisting, Welding, Electronics, and Hospitality). |
| III | Qualifications: **Earned Bachelors Degree Plus**<br>Five years directly related/progressively responsible work experience/vocational certification.<br><br>Teaching Areas: Instructors in this category may teach all vocational courses (in their discipline) and Developmental Mathematics and Developmental English courses. |

IV Qualifications: **Earned Masters Degree**
Teaching Areas: Instructors in this category may teach all transfer courses and vocational courses in their discipline (with proper certification for vocational courses).

Qualifications: **Bachelors Degree Plus**
Ten years directly related/progressively responsible work experience/vocational certification.

Teaching Areas: Instructors in this category may teach all vocational courses in their discipline, Developmental Mathematics and Developmental English courses.

V Qualifications: **Earned Doctorate**
Teaching Areas: Instructors in this category may teach all college courses in their discipline with proper certification for vocational courses.

5.16.5 **Full-Time Faculty Teaching Assignments**

(a) The normal teaching assignment includes thirty (30) semester credit hours per year or the equivalent in laboratory, clinical or practicum instruction.

(b) The number of different course subject matter preparations shall not exceed four (4) per semester. In order to be considered for compensation, the fifth preparation must also be in a different course subject matter field and not have been taught for at least one (1) semester.

(c) The number of student contact hours in a faculty load (15 credit hours per semester) should not exceed 500 contact hours (375 for instructors of English Composition and 400 for instructors teaching more than 18 contact hours per week) each week. If student contact hours exceed those stated above, every effort will be made to reduce the faculty member's scheduled load for the term or pay an overload.

(d) Faculty personnel with satisfactory professional evaluations will be given the first opportunity to teach overload class(es) on a rotation basis where possible and reasonable.

(e) Regular courses which have enrollment below the minimum class size which are required by students in order to complete an associate of arts degree, associate of applied science degree or a certificate will not be canceled nor will a faculty member's load or pay be pro-rated below the regular load or pay rate defined in this schedule and pay rate policy. This guideline will not apply to internships or other classes of a special nature which would normally be governed by Equated Rates for Credit and Contact Hours, (Procedure 5.16.6) of this policy; such internships or special-nature classes will be paid according to the formula defined in Equated Rates for Credit and Contact Hours, (Procedure 5.16.6).

(f) The teaching assignment may include one (1) evening class per semester and/or one (1) extension center class per semester as a part of the normal instructional load. In both instances, whenever possible those assignments will be made on a rotation basis unless a particular instructor prefers a teaching assignment during evening hours or in the extension centers.

5.16.6 **Equated Rates for Credit and Contact Hours**

For purposes of equating rates, one semester credit hour of lecture/discussion instruction shall serve as the base unit of measure, and payments or faculty load calculations shall be based upon that unit of measure. Given the above, the equated rates are as follows:

(a) **Lecture/Discussion**. Courses with students participating in lecture discussion will be assigned one semester credit hour for each 15 classroom contact hours of instruction per semester or its equivalent.

For purposes of load or pay calculation, one semester hour of lecture/discussion shall equal one faculty load or pay hour.

(b) **Laboratory/Clinical/Practicum Oriented Instruction**. Courses in which students participate in laboratory/clinical/ practicum instruction will be assigned one semester credit hour per each 30 classroom contact hours of said instruction per semester or its equivalent.

Load and pay calculations shall be determined according to the load and payment formula.

(c) **Internships, On-the-Job Training, and Cooperative Education**. Students participating in internships, OJT, and cooperative education shall be granted one semester hour of credit for each 32 to 48 hours of internship, OJT or cooperative education experience.

Load and pay calculations shall be determined according to the load and payment formula.

(d) **Independent Study**. Students enrolled in independent study courses will receive college credit based upon the number of credits approved for the course and noted in the college catalog.

Load and pay calculations shall be determined according to the load and payment formula.

5.16.7 **Salary Rates (Part-Time/Overload)** (Revised July 10, 1995) **(Updated Annually -- Contact Human Resource Services for copy)**

| | | |
|---|---|---|
| Part-Time Faculty | $425 | per credit hour |
| Full-Time Faculty Variable Load Rate (Overload) | $470 | per credit hour |
| Full-Time Faculty Summer School | $520 | per credit hour |

5.16.8 **Load and Payment Formula for Special Instructional Setting** (Revised December 5, 1994)

(a) **Less than Class Size Instructional Activity.** The calculation of load or payment for classes which do not meet the minimum size, either because there is low enrollment or because of the nature of the class, will be determined by the following load payment formula:

**Definitions:**
CH = total contact hours
EQ = minimum contact hours to equal 1 semester credit
NS = the number of students
MS = minimum class size (determined by administration)
LH = load hour or multiplier to determine overload or part-time pay
WF = work factor -- work factor is 1:1 for lecture discussion and 1.5:1 for laboratory, clinical, and practicum oriented instruction

**Formula:**
$\frac{CH}{EQ} \times \frac{NS}{MS} \times WF = LH$ (see definitions)

(b) **Procedure for Calculating the Reimbursement for Over 500 Contact Hours**

(1) The number of student contact hours in a faculty load (15 credit hours per semester) should not exceed 500 contact hours (375 for instructors of English Composition). Every effort will be made to keep student contact hours below these limits.

(2) If the student contact hours exceed those stated above, an overload will be paid at the rate of 0.010 load hours per student contact hour in excess of the above limits[1].

(3) For faculty who have agreed to teach uneven semesters to make their regular annual assignment of 30 load hours, the above limits will be adjusted proportionally.

(4) No additional compensation will be given when excessive student contact hours are the result of paid overload classes.

(5) Over 500 Student Contact Hours Formula: Student Contact Hours x 0.010 x Overload Rate = Compensation

(Example: 26 student contact hours x 0.010 x $470 overload rate = $122.20)

5.16.9 **Full-Time Faculty Professional Development Allowance**

(a) A professional development allowance (travel/publications/dues) of $150 will be provided for each full-time faculty member during his/her initial year of employment. For each succeeding year $300 will be provided.

[1]Fifteen (15) load hours/500 student credit hours = 0.030 load hours per student contact hour in the regular load. However, it is recognized that additional students do not increase the class time nor the preparation time, and do not even increase the grading time proportionally. Each overload was considered to one-third as much work as in the regular class load. Thus, the proposed 0.010 load hour per student contact hour.

(b) Individual balances in any year will automatically be accumulated to the next year up to a maximum of $650 per full-time faculty person.

## 5.16.10 Exempt Scale (Updated Annually -- Contact Human Resource Services for copy)

**B. 1996-97**

| Grade | Minimum Qualifications | Base | Step 1 | Step 2 | Step 3 |
|---|---|---|---|---|---|
| 14 E | 12 yrs. combination of related Education/or Experience | $69,383 | $72,158 | $75,045 | $78,047 |
| 13 E | 10 yrs. combination of related Education/or Experience | $57,340 | $59,634 | $62,019 | $64,500 |
| 12 E | 9 yrs. combination of related Education/or Experience | $48,426 | $50,364 | $52,379 | $54,473 |
| 11 E | 8 yrs. combination of related Education/or Experience | $38,481 | $40,020 | $41,621 | * |
| 10 E | 7 yrs. combination of related Education/or Experience | $33,805 | $35,157 | $36,563 | * |
| 9 E | 6 yrs. combination of related Education/or Experience | $29,659 | $30,845 | $32,079 | * |
| 8 E | 5 yrs. combination of related Education/or Experience | $27,132 | $28,217 | $29,346 | * |
| 7 E | 4 yrs. combination of related Education/or Experience | $24,692 | $25,680 | $26,707 | * |

**Guidelines**

1 New hire placement

(a) Step = 32 semester credit hours or degree or 12 months related experience.

(b) * Maximum steps are indicated for each grade level for new hires.

(c) **The above scale and guidelines are intended to provide a consistent procedure for compensation placement. The administration, with Board approval, reserves the right to place an employee's compensation higher or lower than specified on scale.**

2 Upgrades/Promotions. To position grade plus one step for each year of employment experience at ECC with a maximum of two steps.

3 Scale

(a) Base level advanced .02 annually or as determined by Board

(b) Step calculations = .04

## 5.16.11 Exempt Grade & Title

**Grade Title**

14 E President
13 E Vice President Curriculum & Instruction
13 E Vice President Finance & Administration
13 E Vice President Student Services
12 E Dean, Extended Campus
12 E Dean, Vocational Technical Education
11 E Director, Computer Services
11 E Director, Counseling

11 E Director, Human Resources
11 E Director, Institutional Development
11 E Director, Joint Career Tech Programs
11 E Director, Physical Plant/Business Manager
9 E Coordinator, Customized Training
9 E Coordinator Tech Prep
9 E Counselor
9 E Counselor/Evening Supervisor
9 E Director, Admissions/Registrar
9 E Director, Financial Aid
9 E Director, Public Relations
9 E Librarian
8 E Assistant Librarian
8 E Bookstore Manager
8 E Coordinator, Career Services
8 E Programmer/Analyst
8 E Supervisor, Accounting Services
7 E Academic Adviser
7 E Assistant to the VP, Student Services/HS Relations
7 E Coordinator, Adult Basic Education
7 E Coordinator, Education (Rolla Technical Institute)
7 E Coordinator, Grants & Research
7 E Coordinator, Media Services
7 E Coordinator, Single Parent/Homemaker
7 E Coordinator, Student Activities & Intramural Athletics
7 E Education Coordinator, Rolla Technical Institute
7 E Physical Plant Supervisor
7 E Custodial Supervisor

5.16.12 Division Manager Position Description (Revised January 6, 1997)

Division Manager, Allied Health
Division Manager, Trade and Industrial
Division Manager, Social Science
Division Manager, Arts & Sciences
Division Manager, Developmental and Physical Education
Division Manager, Business

1. Division managers are half-time management positions generally assigned to a faculty member. If a faculty member holds the position, the contracted teaching load for the nine month contract shall be reduced to 15 credit hours (7.5 SCH fall and 7.5 SCH spring). The division manager may not receive overload pay for extra teaching above the required 15 credit hours (7.5 SCH fall and 7.5 SCH spring). Summer school pay per semester credit hour rate for teaching is allowed.

2. Due to the State Board of Nursing requirements, the division manager for allied health is reduced to 10 credit hours (5 SCH fall and 5 SCH spring). The division manager for allied health may not receive overload pay for extra teaching above the required 10 credit hours (5 SCH fall and 5 SCH spring). Summer school pay per semester credit hour rate for teaching is allowed.

3. Responsibilities and duties for a division manager cover a 12 month period (a fiscal year). The division manager is expected to follow the workday requirements of the regular faculty contract plus be present during the pre-semester weeks. In addition, the individual is expected to be present for the week before summer semester starts, the first week of summer semester, and be present for at least 10 other work days during the semester. During that time the individual may attend meetings, prepare curriculum, or work on special projects.

4. Division Manager positions shall be reviewed for either a re-appointment or a new appointment after no more than five years. A shorter time frame may also be established. The review process will be limited to no more than two positions per year.

5. Salary is calculated as follows:
Faculty nine month base salary
Plus $7,996 = total salary

5.16.13 **Non-exempt Scale (Updated Annually -- Contact Human Resource Services for copy)**

**A. 1996-97**

| Grade | Base | Step 1 | Step 2 | Step 3 | Minimum Qualifications |
|---|---|---|---|---|---|
| 8 NE | $9.53 | $9.91 | $10.30 | * | 3 yrs. combination of related Education/or Experience |
| 7 NE | $8.45 | $8.78 | $9.13 | * | 3 yrs. combination of related Education/or Experience |
| 6 NE | $7.53 | $7.83 | $8.14 | * | 2 yrs. combination of related Education/or Experience |
| 5 NE | $6.71 | $6.98 | $7.26 | * | 2 yrs. combination of related Education/or Experience |
| 4 NE | $6.26 | $6.51 | $6.77 | * | 1 yr. combination of related Education/or Experience |
| 3 NE | $5.98 | $6.22 | $6.46 | * | 1 yr. combination of related Education/or Experience |
| 2 NE | $4.98 | $5.18 | $5.38 | * | High School Diploma or GED Equivalent |

**Guidelines**

1 New hire placement
(a) Step = 32 semester credit hours or degree or 12 months related experience.
(b) * Maximum steps are indicated for each grade level.
(c) The above scale and guidelines are intended to provide a consistent procedure for compensation placement. The administration, with Board approval, reserves the right to place an employee's compensation higher or lower than specified on scale.
(d) All grade levels require a high school diploma or GED equivalent.
2 Upgrades/Promotions. Up to position grade plus one step for each year of employment experience at ECC with a maximum of two (2) steps.
3 Scale
(a) Base level advanced .02 annually
(b) Step calculations = .04

## 5.16.14 Non-exempt Scale Placement Guidelines

| Grade | Non-exempt Position Title |
|---|---|
| 8 NE | ABE Instructor*/Tutor* |
| 8 NE | GED Testing Assistant, SDC* |
| 7 NE | Maintenance Technician |
| 7 NE | Accounting Services Assistant |
| 7 NE | Accounts Payable Clerk |
| 7 NE | Cashier |
| 7 NE | Computer Technician |
| 7 NE | Evening Maintenance Technician |
| 7 NE | Executive Secretary |
| 7 NE | Instructional Computer Systems Tech |
| 7 NE | Finance & Administrativon Assistant |
| 7 NE | Payroll Accountant |
| 6 NE | Admin. Assist/Switchboard Operator |
| 6 NE | Cashier/Benefits Clerk |
| 6 NE | Coordinator, Child Care |
| 6 NE | Financial Aid Assistant |
| 6 NE | General Maintenance |
| 6 NE | Human Resource Assistant |
| 6 NE | Instructional Asst., Art* |
| 6 NE | Instructional Asst., Development English |
| 6 NE | Instructional Asst., Development Math |
| 6 NE | Instructional Asst., Electronics |
| 6 NE | Instructional Asst., Horticulture |
| 6 NE | Instructional Asst., Music Accompanist* |
| 6 NE | Instructional Asst., Office Occupations |
| 6 NE | Instructional Asst., Pre-Engineering |
| 6 NE | Instructional Asst., SAC |
| 6 NE | Instructional Asst., SDC |
| 6 NE | Instructional Asst., SDC* |
| 6 NE | Instructional Asst., Welding* |
| 6 NE | Instructional Asst., Writing Center |
| 6 NE | Library Operations Technician |
| 6 NE | Library Services Assistant |
| 6 NE | Natural Science Lab Manager |
| 6 NE | Photography Technician |
| 6 NE | Public Relations Assistant |
| 6 NE | Sec., Extended Campus |
| 6 NE | Sec., Curriculum & Instruction |
| 6 NE | Secretary, Institutional Development |
| 6 NE | Sec., Student Services |
| 5 NE | Audio Visual/Graphics Technician |
| 5 NE | Bookstore Sales Assistant |
| 5 NE | Coordinator, Physical Plant & Business |
| 5 NE | Ed-Tech Systems Specialist |
| 5 NE | Financial Aid Assistant* |
| 5 NE | Financial Aid Clerk |
| 5 NE | Media Services Supervisor |
| 5 NE | Office Manager, Registration |
| 5 NE | Secretary, Allied Health |
| 5 NE | Secretary, Career Services |
| 5 NE | Secretary, Faculty/Media Services |
| 5 NE | Secretary, Single Parent Programs |
| 5 NE | Southwest Area Center, Assistant |
| 5 NE | Tech Prep Secretary |
| 4 NE | ABE Secretary* |
| 4 NE | Bus Driver* |
| 4 NE | Clerk, Business Division* |
| 4 NE | Clerk, Social Science & English Division* |
| 4 NE | Custodian |
| 4 NE | Custodian* |
| 4 NE | Custodian, SAC* |
| 4 NE | Grounds Maintenance I* |
| 4 NE | Lead Evening Custodian |
| 4 NE | Maintenance Painter |
| 4 NE | Registration Assistant |
| 4 NE | Registration Assistant/Transcript Clerk |
| 3 NE | Bookstore Sales Clerk* |
| 3 NE | Child Care Assistant* |
| 3 NE | Mail Clerk |
| 3 NE | Microfilm Clerk* |
| 2 NE | Student Worker* |

*Part-time

### 5.16.15 Extra Duty Assignments

(a) College personnel may be assigned extra duties according to established procedures which are beyond the nature and scope of their primary employment. Such assignments will be identified as "extra duty" assignments.

(b) The Board shall authorize the assignment of duties, establish the amount of compensation for performance of the assigned duties, and employ an individual to fulfill the duties.

(c) It shall be the responsibility of the administration to recommend to the Board extra duty assignments needed to carry out the affairs of the institution, the compensation for each extra duty assignment, and the employment of individuals to perform the duties of the assignment.

(1) There will be a Board approved job description for each assignment.

(2) **(Updated Annually -- Contact Human Resource Services for copy)** The following is a list of currently approved extra duty assignments and their previous annual compensation levels.

| Extra Duty | Credit-Hour Equivalent | Stipend |
|---|---|---|
| Art Show Director | 3.5 per year | $1,654 |
| Assistant Art Show Director | 1.0 per year | 945 |
| Athletic Director | 6.0 per year | 2,833 |
| Band Director | 3.0 per semester (when active) | 1,417 |
| Cheerleader Sponsor | 1.5 per season | 689 |
| Children's Theatre | 3.0 per year | 1,417 |
| Choir Director | 3.0 per semester (when active) | 1,417 |
| Director of Faculty Development | 8.0 per year | 3,779 |
| EC Choral Association Director | 1.5 per semester (when active) | 710 |
| ECC Singers Director | 3.0 per year | 1,417 |
| Faculty Association President | 3.0 per semester | 1,417 |
| Head Coaches | 6.0 per year | 2,833 |
| Music Festival Director | 3.0 per year | 1,417 |
| Phi Theta Kappa Sponsor | 3.0 per year | 1,417 |
| Publications Sponsor | 3.0 per semester | 1,417 |
| Set Designer | 6.0 per year | 2,833 |
| Theatre Music Director | 4.5 per production | 2,116 |
| Theatre (musical) | 4.5 per production | 2,116 |
| Theatre (non-musical) | 3.0 per production | 1,417 |
| Writing Center Director | 6.0 per year | 2,833 |

5.17 **Service Award Program Policy** (Approved March 4, 1991)

It is the policy of the college to recognize years of service to the institution by presenting service awards to eligible employees.

**Procedures:**

5.17.1 **Guidelines**

Service award guidelines do not apply to eligibility for insurance and other employee benefits.

5.17.2 **Years of Service Recognized**

(a) Annually, awards are presented by the President of the Board of Trustees or designee to staff according to the following years of service to East Central College:

5, 10, 15, 20, 25, 30, and retirement with 20 years of service

(b) Retirement service award recipients must have 20 years or more to be eligible.

5.17.3 **Determining Eligibility**

(a) All full-time and part-time college employment is counted. Appointments to positions which are less than twelve months, but at least eight months, shall count as a year's service for purpose of this policy.

(b) If, in the last year of service, a regular faculty or staff member's last day of service is determined by retirement, disability or extenuating circumstance, that time of service shall count as a year's service for purposes of this policy.

(c) Time spent on Board approved leave of absence such as United States military, maternity parental, family, research projects, sabbatical professional development activities, or sick leave are considered periods of active employment for service awards.

(d) Employees who are terminated or resign are not eligible to receive service award.

5.17.4 **Publicizing the Awards**

In order that similar public attention is given to all awards made, the Office of Public Relations is responsible for coordinating the publicizing of all awards.

5.17.5 **Identification for Service Awards Recipients**

The Office of Human Resource Services is responsible for identifying those employees to be honored, notifying the presenter, and ordering the awards.

## 5.18 Participation in Professional Associations Policy (Adopted June 1, 1992)

Employees are encouraged to participate in certain professional associations.

**Procedures:**

### 5.18.1 Employee Selected Professional Association

Employees are encouraged to participate in professional associations that promote college goals, career development, and/or professional recognition. However, employee participation in such associations should not conflict with the college's interests.

### 5.18.2 College Recommended Professional Association

The college may identify certain professional associations in which it wants to be represented and then designate the employees that it will sponsor for membership in such associations. Employees so designated will represent the college in the organization and will be expected to participate actively and promote its interests.

### 5.18.3 Coordinating Representation

Administrators are responsible for coordinating overall representation in professional associations. Administrators will normally consider the following factors in selecting associations for representation and in designating employees to be sponsored for membership.

(a) The nature and purpose of the association
(b) The benefit to be derived by the college's support and from employee participation
(c) The cost to the college
(d) The extent to which the college is already represented in the association
(e) The employee's job responsibilities, length of service, and overall qualifications for membership

### 5.18.4 Planning, Budgeting, and Expense Approval

Administrators are responsible for planning, budgeting, and approving the expenses of their employees' participation in association activities. The college will pay or reimburse the approved and reasonable expenses of employees sponsored for membership in professional associations.

### 5.18.5 Advance Approval

Employees must have their administrator's approval before accepting any official position in a professional association.

5.19 **Hours of Work Policy** (Adopted June 1, 1992)

The time and duration of working hours for exempt and non-exempt employees will be established as required by work load and the efficient management of personnel resources.

**Procedures:**

5.19.1 **Workday**

The normal workday for full-time exempt and non-exempt employees will consist of eight (8) consecutive hours of work with an unpaid meal period. Rest or coffee breaks are considered as time worked. The schedule of hours for employees will be determined by the department or office to which each is assigned. Employees will be informed of their daily schedule of hours of work, including meal period(s) and rest or coffee breaks, and of any changes deemed necessary by the college.

5.19.2 **Attendance at Lectures, Meetings, and Training Programs** (Revised December 5, 1994)

Attendance is not considered time worked if:

(a) The employee's attendance is voluntary, i.e. not required by the college: or
(b) The course, lecture or meeting is not a requirement of the employee's job

5.19.3 **Departmental Work Hours**

The department hours of work will be determined by the supervisor and administrator. Employees will be informed of their scheduled hours and of any changes to the schedule as far in advance as possible.

5.19.4 **Overtime** (Revised December 5, 1994)

Employees may be required to work overtime whenever it is deemed necessary by their administrator. Overtime will be assigned by supervisors and administrators to employees in the particular job for which overtime is required. Employees are not permitted to work overtime without the prior approval of their supervisor, the division Vice President, and the Vice President of Finance and Administration. For the purpose of overtime compensation, only hours worked in excess of forty (40) during a workweek will be counted.

5.19.5 **Time Cards**

All non-exempt employees (those subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and are to be completed at the close of each workday. The following points should be considered in filling out time records:

(a) Employees are to record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday.

(b) Employees are not permitted to sign in or commence work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of the supervisor.

(c) Employee time records are to be checked and signed by the supervisor. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered on the time record and approved by the supervisor.

5.20 **Performance Review Policy** (Adopted June 1, 1992)

Performance reviews will be conducted on each employee according to job responsibilities, employment obligations and goals. Performance reviews will be conducted on a scheduled basis to evaluate the quality of performance.

**Procedures:**

5.20.1 **Overview Performance Review Schedule** (Revised December 5, 1994)

| Employment Level | Performance Review Date | Recommendation to Board |
|---|---|---|
| President | December | January |
| Vice Presidents | January | February |
| Professional | February | March |
| Faculty | November - March | April |
| Extra Duty | March | April |
| Support | April | May |

5.20.2 **Faculty Evaluations**

a. Everyone is evaluated in at least one class every three years.
b. The frequency with which a faculty member is evaluated is dependent upon the scores they achieve on the IDEA Student Evaluation.
   1. Those faculty that have scores in the 90th percentile and above are evaluated in one class every three years.
   2. Those faculty that have scores in the 75th percentile and above are evaluated in one class every two years.
   3. Those faculty that have scores in the 40th percentile and above are evaluated in one class every year.
   4. Those faculty that have scores in the 20th percentile and above are evaluated in two classes every year.
   5. Those faculty that have scores below the 20th percentile are evaluated in all of their classes every year.
c. Nontenured faculty are evaluated in all of their classes every year.
d. Faculty can volunteer to be evaluated every semester if they desire.

5.20.3 **Forms and Procedure Review** (Revised December 5, 1994)

The administration and the appropriate personnel committees will review bi-annually the performance review forms and process for possible recommendations for revisions.

5.21 **Transfer and Promotion Policy** (Adopted June 1, 1992)

The transfer or promotion of personnel will be made in the best interest of the college. The length of service and ability of the person will be taken into consideration for promotion and transfer.

**Procedures:**

5.21.1 **Reasons for Transfer and Promotion**

The college retains complete discretion in handling employee transfers or promotions. Acceptable reasons for transfer or promotion may include, but are not necessarily limited to, fluctuations in work loads, better utilization of personnel or increased career opportunities, and health considerations.

5.21.2 **Job Openings**

Job openings for which administration seeks candidates from within the college will be posted for a period of two weeks and announced in the college *Announcer* publication.

5.21.3 **Requests for Transfers or Promotions**

Requests will be handled as follows:

(a) A written request for a transfer or promotion should be submitted to the employee's current supervisor. The request should include the reason for the transfer or promotion and the division and specific job wanted.

(b) The supervisor will forward the request to the Human Resource Service with a recommendation of approval or disapproval.

(c) The Human Resource Service will determine whether the requested job or a suitable job opening exists and whether the employee is eligible. If a job opening exists and the employee is eligible, the Human Resource Service will arrange an interview between the candidate and the supervisor who has the job opening.

(d) The candidate will be allowed time off with pay for job interviews related to transfers or promotion.

(e) The supervisor/administrator with the job opening will make the final transfer or promotion decision, subject to the approval of the President of the College and Board of Trustees.

### 5.21.4 Teaching Transfer Assignment

Teaching transfer assignment to a primary subject discipline(s) or primary career field(s) does not preclude a faculty member from being assigned by the Vice President for Instruction and Curriculum to teach a portion of his/her course load outside the primary area. No full-time faculty member may be assigned to teach a fall or spring semester course load which consists entirely of courses outside the faculty's assigned primary subject discipline(s) or assigned primary career field(s).

### 5.21.5 Probationary Status

Transferred and promoted employees will be placed on probationary status for a period of thirty (30) working days (exempt and non-exempt personnel).

### 5.21.6 Pay for Transferred Employees (Revised December 5, 1994)

Pay will be handled as follows:

(a) Employees transferred to a job within the same salary range will continue to receive their existing rate of pay.

(b) Employees transferred, at administration request, to a job in a lower salary grade will continue to be paid at their former rate for four (4) weeks or end of current contractual obligations, if applicable, and then at the new job rate, thereafter.

(c) Employees transferred, at their own request, to a job in a lower salary range will be paid at the lower rate commencing with the start of the new job.

(d) Employees transferred to a job in a higher salary grade will be paid at the higher rate commencing with the start of the new job.

## 5.22 Medical Examination Policy (Adopted June 1, 1992; Revised January 6, 1997)

Applicants to whom a conditional offer of employment has been extended and current employees claiming a disability requiring accommodations to the working environment may be required to undergo medical verification and assessment for the purpose of determining accommodation needs.

**Procedures:**

### 5.22.1 Cost of Medical Examination

Examinations administered at the request of administration shall be paid for by health insurance or by the college.

### 5.22.2 Confidentiality of Medical Examination

Medical examinations paid for by the college are the property of the college and shall be treated as strictly confidential. However, records of such examinations will be made available to the employee, the employee's agent, public agencies, or the employee's doctor, if required by law or regulation.

### 5.22.3 Confirmation of Illness or Injury

Whenever an employee is absent because of illness or injury, the college reserves the right to take whatever steps are necessary to confirm the nature and extent of such illness or injury. Employees returning from a disability leave shall be required to provide a doctor's note certifying their ability to perform safely and satisfactorily their regular work without endangering themselves or their fellow employees.

### 5.22.4 Physician's Report

When the college requires a physician's report concerning an illness or injury suffered by an employee, the examination shall be at the expense of the college and performed by a physician selected or approved by the college. Employees who are not satisfied with the physician's determination may submit at their own expense a report from a physician of their own choosing. In the event of conflicting opinions, the college's physician and the employee's physician may designate a third physician to examine the employee, and that physician's report shall be binding on both parties. The expense of the third examination shall be shared equally by the college and the employee.

### 5.22.5 Reporting Work-Related Injury or Illness

Employees who suffer any work-related injury or illness, no matter how minor, shall report to the Human Resource Service for recording of the incident. Time spent by an employee in waiting for and receiving such attention shall be considered hours worked for pay purposes. However, whenever possible, employees should notify their supervisor before leaving their work station for medical reasons.

### 5.22.6 Authority to Transfer Employee to a Medical Facility for Treatment

In the event that an employee is seriously injured, his/her immediate supervisor or any member of administration has the authority to have the injured employee transferred to a medical facility for treatment.

## EMPLOYEE BENEFITS

### 5.23 Disclosure of Benefits Policy (Adopted June 1, 1992)

Information and summary communications intended to explain benefit plans shall be furnished to all plan participants and beneficiaries on a continuing basis.

**Procedures:**

5.23.1 **Insurance Benefits for Full-time Faculty and Exempt Status Employees**

(a) **Public School Retirement System of Missouri**. Ten and one-half percent of each monthly check will be withheld. The college matches this amount and sends both parts to the retirement system once a month. The amount deducted from the paycheck is tax sheltered and reduces the amount of taxable income shown on annual W-2. The total amount sheltered for the calendar year will be shown on the W-2.

(b) **Mandatory Retirement Age.** Mandatory retirement age for college employees is determined according to federal or state law.

(c) **Social Security Benefits**. Employees should contact the Social Security Administration for information concerning social security benefits.

(d) **Life Insurance** (Revised December 5, 1994). The college provides $50,000 in group term life insurance for employees only. The employee will need to list a beneficiary on this form. If the employee wants to list more than one person, he/she should contact the Human Resource Services office before completing this section. The insurance company requires specific wording when using more than one person as beneficiary.

(e) **Medical Insurance**. The life insurance and medical coverage are provided by the same company. Enrollment for both insurances is done by completing and signing just one enrollment form. The college pays the medical coverage premiums for the employee and his/her dependent children. If employees want to insure their spouses, the employee is responsible for paying the premium. If coverage is not needed for employee's spouse, the employee must sign waivers. Failure to complete and sign this waiver will result in coverage for employee's spouse being issued, and the premium will be deducted from the employee paycheck. Checking the "NO" box on the front of the form is **not** sufficient.

(f) **Dental Insurance**. The college provides dental coverage for employees only. The employee may purchase the same coverage for spouse and dependent children (under age 23 if full-time student, single, and employee's dependent). If employee does not want coverage for the family, check the "NO" box in section 12. They may be added at a later date, but only at the beginning of the fiscal year (July 1). Change form should be completed in May.

(g) **Vision Insurance**. The college provides vision coverage for employees only. The employee may purchase the same coverage for spouse and dependent children (under age 23 if full-time student, single, and dependent). Changes can be made in January only with the effective date of March 1.

(h) In the event of termination or resignation, insurance benefits will terminate at the end of the month of the last pay period (including vacation, if applicable).

(i) Contact Financial Services for continuation of insurance under COBRA.

5.23.2 **Insurance Benefits for Full-time Non-exempt Status Employees**

(a) **Non-Teacher Public School Retirement System of Missouri**: All non-certified employees working twenty (20) hours per week on a continuous basis of four (4) or more weeks must become members of this plan according to state law. Four and one-third percent (4.3%) of each paycheck will be withheld. The college matches this amount and sends both parts to the retirement system once a month. The amount deducted from the paycheck is tax sheltered and reduces the amount of taxable income shown on annual W-2. The total amount sheltered for the calendar year will be shown on the W-2. Certified part-time employees whose services would otherwise qualify them for membership in the Non-Teacher School Employee Retirement System (regular employment for at least 20 hours a week but less than full-time) may elect to become contributing members of the Public School Retirement System. This election must be made at the time of employment and cannot be changed. If an election is **not** made, the employee **must** become a member of the Non-Teacher Group.

(b) **Mandatory Retirement Age.** Mandatory retirement age for college employees is determined according to federal or state law.

(c) **Social Security Benefits**. Employees should contact the Social Security Administration for information concerning social security benefits.

(d) **Life Insurance**. The college provides $50,000 in group term life insurance for full-time employees only. The employee will need to list a beneficiary on this form. If the employee wants to list more than one person, he/she should contact the Human Resource Services office before completing this section. The insurance company requires specific wording when using more than one person as beneficiary.

(e) **Medical Insurance**. The life insurance and medical coverage are provided by the same company. Enrollment for both insurances is done by completing and signing just one enrollment form. The college pays the medical coverage premiums for the employee and his/her dependent children. If employees want to insure their spouses, the employee is responsible for paying the premium. If coverage is not needed for employee's spouse, the employee must sign waivers. Failure to complete and sign this waiver will result in coverage for employee's spouse being issued, and the premium will be deducted from the employee paycheck. (The spouse premium is divided in half and is deducted from both paychecks issued in a month. If there is a third payday in a month, the

insurance premiums are not deducted from this check.) Checking the "NO" box on the front of the form is not sufficient.

(f) **Dental Insurance**. The college provides dental coverage for employees only. The employee may purchase the same coverage for spouse and dependent children (under age 23 if full-time student, single, and employee's dependent). If employee does not want coverage for the family, check the "NO" box in section 12. They may be added at a later date, but only at the beginning of the fiscal year (July 1). Change form should be completed in May.

(g) **Vision Insurance**. The college provides vision coverage for employees only. The employee may purchase the same coverage for spouse and dependent children (under age 23 if full-time student, single, and dependent). Changes can be made in January only with the effective date of March 1.

(h) In the event of termination or resignation, insurance benefits will terminate at the end of the month of the last pay period (including vacation, if applicable).

(i) Contact Financial Services for continuation of insurance under COBRA.

5.23.3 **Employee Retirement** (Revised December 5, 1994)

The college provides appropriate retirement options for its employees within the regulations and guidelines of the Public School Retirement System (Missouri), the Non-Teacher School Employee Retirement System (Missouri), and State Statute (Missouri).

**(a) Definitions/Guidelines**

(1) Mandatory retirement age for college employees is determined according to federal or state law.

(2) For the purposes herein of organization, assignment of duties, responsibilities, compensation, and retirement options, the following classification system shall include all employees who are members of the Public School Retirement System of Missouri, The Non-Teacher School Employee Retirement System of Missouri, or any other retirement system used by the college.

**(b) Normal Retirement Option(s)**

(1) **Retirement (General).** Full retirement benefits are available for employees who are members of the Public School Retirement System of Missouri or the Non-Teacher School Employee Retirement System of Missouri at age 60, or when 30 years of service credit is reached.

(2) Pro-rated benefits are available for employees who are members of the Public School Retirement System of Missouri or the Non-Teacher School Employee Retirement System of Missouri at age 55 or when 25 years of service credit is reached.

**(c) Retirement Option of Continuation**

(1) **Insurance.** To be eligible for continuance of medical and dental group insurance coverage, the employee must have at least five (5) years of service credit with either the Public School Retirement System of Missouri or the Non-Teacher School Employee Retirement System of Missouri. The funds must be vested.

(a) The employee must leave his/her monies vested in the retirement system to which he/she belongs until retirement age. Monthly retirement payments must be received by the employee when the correct age/length of service credit is reached for the employee to carry his/her insurance coverages under the Missouri Retirement Option instead of the federal/state COBRA option.

(b) If the employee withdraws his/her funds in a lump sum at any time, the Missouri Retirement Option for continued insurance coverage is voided.

(c) Group term life insurance is not available for continuation under COBRA or the Missouri Retirement Option. East Central College employees who are covered for life insurance under the group plan may convert the term life insurance to a personal whole life policy, in thousand dollar increments up to the amount of insurance carried on them at the time of their retirement or resignation. This conversion must be done within 30 days of the date of their coverage would end under the group plan. Payment is made directly to the insurance company.

(d) For medical and dental insurance continuation under the Missouri Retirement Option, and/or COBRA continuation, payment is made to East Central College.

(2) **Vacation**. Retirees with accrued vacation days (hours) will be paid (for their unused time on the date of resignation or retirement) up to the accrued limit of their employee classification.

(3) **Part-Time Employment.** The limitation on such assignments shall be governed by Board Policies and the Public School Retirement System of Missouri's (PSRS) provision (for PSRS retirees). Preferential employment consideration will be subject to satisfactory performance.

(4) **Other Benefits**. District retirement benefits are not tied to retirement benefits available under the Public School Retirement System of Missouri, The Non-Teacher School Employee Retirement System of Missouri, the Social Security System, or any other benefit source. Retirees shall be responsible for confirming (with the appropriate retirement system) their eligibility for individual (retirement) benefits available from any system in which they participate.

(d) **Notification (General)**. Qualifying retirees shall notify the Director of Human Resources as indicated below for a specific (retirement) date:

(1) Administrators, professional staff, and teaching faculty shall apply for retirement by March 1 (preceding retirement) effective July 1 and by October 1 (preceding retirement) effective January 1.

(2) Support staff members shall apply for retirement at least thirty (30) days prior to the effective (retirement) date.

(e) **Early Retirement Option Effective July 1, 1996 through July 1, 1998**. (Approved June 3, 1996) In conjunction with the Missouri State approved Senate Bill 378 which provides for a 25 years and out retirement incentive, East Central College will provide an additional incentive for medical insurance coverage according to the following:

(1) **Who qualifies?** Full-time teachers, administrators and professional staff who qualify for the 25 years and out retirement bill under the Public School Retirement System of Missouri.

(2) **How much medical insurance coverage will be provided by ECC?** Each retiree in the Missouri State Teachers Retirement Plan who qualifies for retirement under the two-year window provided by Senate Bill 378 will be eligible for a maximum of $125 per month for continued medical insurance coverage under the plan provided for employees of the college. This maximum benefit for medical insurance premium costs would be available to the eligible retiree for a maximum of 60 months (5 years) or until the retiree reaches age 65, whichever comes first.

(3) **When do participants need to give notification?** Written notification must be received by Human Resource Services by 4:30 on the following dates:

**Notification Dates for Retirement**
Friday, June 28, 1996 for August 1996
Monday, September 2, 1996 for December 1996
Monday, December 2, 1996 for May 1997
Monday, December 2, 1996 for August 1997
Monday, September 1, 1997 for December 1997
Monday, December 1, 1997 for July 1998

Verification of employees' retirement eligibility under PSRS must be filed with Human Resource Services prior to instating the medical coverage.

(4) **When do the medical insurance premiums take effect?** The first monthly insurance premium will be paid on or before the last working date of the month following the month in which the employee retires.

Provided insurance premiums by East Central College will terminate should participating employee secure other employment which provides medical insurance benefits or should death precede the five-year benefit coverage period.

At the end of the medical insurance coverage period, the retiree shall be given insurance continuation options under the retirement option.

(5) **How much of the medical insurance premium will be paid by the retiree?** (Based on July 1, 1996, rates)

| | |
|---|---|
| Comprehensive | $32.11 per month ($385.32 per year) |
| HealthLink PPO* | $0.00 per month |
| Principal PPO* | $0.00 per month |

*prescription drug card is not available for retirees.

5.23.4 **Salary and Benefit Continuance (Disability)** (Revised December 5, 1994)

a. The college will pay the premium for a salary continuance program which assures full-time employees a continuous income equal to not less than two-thirds of the employee's monthly contract salary when the employee is disabled because of injury or illness. Maximum is $6,000 per month.

b. The college will provide health, dental, vision, and salary continuance insurance coverage until a disabled employee is eligible for Medicare.

c. Group term life insurance will be continued on a disability waiver. This requires a disability claim form to be completed.

5.23.5 **Worker's Compensation** (Revised December 5, 1994)

The college participates in all provisions of the Worker's Compensation Law for all college employees. For full details on the provisions of the above law, interested persons should contact Financial Services.

5.24 **Vacations Policy** (Approved July 1, 1982; Revised December 5, 1994; Revised January 6, 1997)

Compensatory vacation is established according to the following employee classification.

A. **Administrative Officers.** [President and Vice Presidents (exempt)] on a twelve-month appointment will have three weeks (15 days) paid vacation annually. After two (2) years of continuous service as an administrator, the annual vacation time will be four weeks (20 days). Maximum vacation accrual is eight weeks (40 days).

B. **Professional Staff.** Professional (exempt) staff on a twelve-month appointment will have three weeks (15 days) paid vacation annually. After five (5) years of continuous service as an administrative staff member, the annual vacation time will be four weeks (20 days). Maximum vacation accrual is eight weeks (40 days).

C. **Support Staff** (non-exempt). After the first year of employment, each full-time (twelve-month, forty-hours-per-week) non-exempt employee is eligible for two weeks (10 days) paid vacation. After five (5) years of continuous full-time service, this increases to three weeks (15 days). After the first year of employment, vacation time is available as earned, with a maximum one week accumulation beyond the annual vacation time.

**Procedures:**

5.24.1 **Vacation Accrual Chart**

| Employee Group | Year One Monthly Rate | Year One End of 12 Months | Year Two Monthly Rate | Year Two End of 12 Months | Year Three Monthly Rate | Year Three End of 12 Months |
|---|---|---|---|---|---|---|
| Administrative Officers (President and VPs) | 10 hours | 120 hours (3 weeks) | 10 hours | 120 hours (3 weeks) | 13.33 hours | 159.96 hours (4 weeks) |
| Professional Staff | 10 hours | 120 hours (3 weeks) | 10 hours | 120 hours (3 weeks) | 10 hours | 120 hours (3 weeks) |
| Support Staff | 6.67 hours | 80.04 hours (2 weeks) | 6.67 hours | 80.04 hours (2 weeks) | 6.67 hours | 80.04 hours (2 weeks) |

| Employee Group | Year Four Monthly Rate | Year Four End of 12 Months | Year Five Monthly Rate | Year Five End of 12 Months | Year Six Monthly Rate | Year Six End of 12 Months |
|---|---|---|---|---|---|---|
| Administrative Officers (President and VPs) | 13.33 hours | 159.96 hours (4 weeks) | 13.33 hours | 159.96 hours (4 weeks) | 13.33 hours | 159.96 hours (4 weeks) |
| Professional Staff | 10 hours | 120 hours (3 weeks) | 10 hours | 120 hours (3 weeks) | 13.33 hours | 159.96 hours (4 weeks) |
| Support Staff | 6.67 hours | 80.04 hours (2 weeks) | 6.67 hours | 80.04 hours (2 weeks) | 10 hours | 120 hours (3 weeks) |

| Employee Group | Maximum Monthly Rate | Accrual End of 12 Months |
|---|---|---|
| Administrative Officers (President and VPs) | 320 hours | 8 weeks |
| Professional Staff | 320 hours | 8 weeks |
| Support Staff | 160 hours | 4 weeks |

Vacation and sick leave are accrued by the computer on last working day of each month. Check stubs do not reflect vacation or sick leave used within the current pay period.

5.24.2 In the case of resignations prior to the six-month anniversary date of employment, no vacation days will be awarded. After six months of employment, vacation days will be prorated on a full-day basis.

5.24.3 After the first year of employment, vacation time is available as earned, with one week accumulation beyond the normal annual time.

5.25 **Holiday Policy** (Approved December 18, 1989; Revised January 6, 1997)

Eligible employees will be given a day off with pay for each of the following holidays: January 1, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day. In addition, eligible employees will be given five days which are subject to approval by the President of the College.

**Procedures:**

5.25.1 **Employee's Eligibility for Holiday Pay**

Temporary employees, part-time employees, and employees on unpaid leaves of absence are not eligible to receive holiday pay. Full-time employees are eligible to receive their regular rate of pay for each observed holiday.

5.25.2 **Holiday During Vacation Period**

If a holiday occurs during an employee's vacation period, the employee will be given an additional day of paid vacation. If the employee elects the additional day, it may be taken at the beginning or end of the employee's vacation period or as a "floating" holiday at another time during the year, so long as the supervisor's prior approval is obtained.

5.25.3 **Holidays Not Observed by College** (Revised December 5, 1994)

The college recognizes that some employees may wish to observe periods of worship or commemorate certain days which are not included in the college's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship on the conduct of the college's business and if prior approval has been obtained from the employee's supervisor. Employees may use accumulated vacation days on such occasions or they may take such time off as an unpaid excused absence.

5.25.4 **Holiday Scheduled Work**

The college reserves the right to schedule work on an observed holiday. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled day. However, employees will be given the option of receiving their holiday pay or a "floating" holiday to be taken with the prior approval of their supervisor at another time during the year.

5.25.5 **Holiday Falling on Weekend**

The college will designate Friday or Monday as the day off.

5.26 **Educational Assistance Policy** (Approved December 18, 1989)

Educational assistance benefits are provided to employees.

**Procedures:**

5.26.1 **Education Increments for Faculty, Professional and Support Staff** (June 1996; Revised January 6, 1997)

| Education Increments for Faculty, Professional and Support Staff | |
|---|---|
| Lower Level | $20.80 SCH |
| Upper Level | $41.60 SCH |
| Graduate Level | $62.40 SCH |

Noncredit = $42 for 750 Contact Minute (Minimum = 1 SCH Equivalent)

(a) Course must be job related or part of a degree program that is job related. Special interest courses do not qualify for increments.

(b) Payment is not applicable if off campus course tuitions for job related courses or workshops is paid by the college.

(c) Increment to be added to base.

5.26.3 **Full-Time Employee Fee Waiver**

(a) East Central College encourages its employees and members of the immediate family (immediate family defined as spouse and dependents claimed on federal and state income tax) to enroll in courses. Such enrollment encourages professional and personal growth of employees and provides a tangible fringe benefit by providing education for members of the immediate family.

(b) Fees will be waived for the full-time employee and members of the employee's immediate family (immediate family defined as spouse and dependents claimed on federal and state income tax or a dependent for whom an employee pays court-ordered child support or has legal custody). The waiver of fees includes tuition listed in the official fee statement of the college catalog. Special fees, consumption fees, or fees not listed in the catalog will not be waived and must be paid by the individual.

(c) Employees may enroll in courses which have been approved and certified by the Director of Human Resources. Enrollment in the courses should not interfere with the employee's work responsibilities.

(d) Full-time employees of East Central College and Central Methodist College may receive certain waivers of tuition and/or fees for classes taken at either institution. Contact the appropriate admission office for additional information.

(e) Full-time employees of East Central College and Four Rivers Area Vocational Technical School may receive certain waivers of tuition and/or fees for classes taken at either institution. Contact the appropriate admission office for additional information.

5.26.4 **Eligible Employees**

Employees to be eligible for educational assistance benefits must have regular full-time status.

5.26.5 **Request Forms and Payment Schedule**

Educational assistance requests must be submitted to the Human Resource Service to be eligible for payment or salary advancement. The person making the request will be notified of the decision within a two-week period.

| Deadline to submit course completion verification | Submit to Board for approval | Payment |
|---|---|---|
| June 15 | July | **July** |
| September 15 | October | **October** |
| January 15 | February | **February** |

5.26.6 **Completed Course(s)**

Completed course(s) should be documented (transcripts or grade reports) to verify that the approved request has been completed.

2.26.7 **Grade Requirements**

Grade "C" or better for undergraduate level course work or grade "B" or better for graduate level course work is required for reimbursement or step advancement.

5.26.8 **Course Approval**

Employees who enroll in college courses must enroll in courses which have been approved and certified by the college administration. Enrollment in the courses should not interfere with the employee's work responsibilities.

5.26.9 **Employees Who Leave or Terminate From Employment**

Employees who, prior to completing the approved course, voluntarily leave the college or are terminated will not be reimbursed. Records of all education programs completed by each employee will be maintained by the Human Resource Service.

# ATTENDANCE AND TIME OFF

## 5.27 Attendance and Punctuality Policy (Adopted June 1, 1992)

Unauthorized or excessive absences or tardiness may result in disciplinary actions.

**Procedures:**

### 5.27.1 Punctuality

Employees are expected to report for work whenever scheduled and to be at their work station at the starting time and at the prescribed time after rest and meal breaks.

### 5.27.2 Notification of Absences or Lateness

Employees should notify their supervisor or division administrator as far in advance as possible whenever they are unable to report for work or know they will be late. Such notification should include a reason for the absence or lateness and an indication of when the employee can be expected to report for work. If the supervisor or administrator is unavailable, employees should contact the Human Resource Service. Failure to notify the college of any absence or delay will normally result in loss of compensation during the absence or delay and may be grounds for disciplinary action.

### 5.27.3 Compensation During Authorized Absences

Employees may be compensated during authorized absences in accordance with the policy and procedures contained in Short-Term Absences.

### 5.27.4 Reporting Absences or Lateness

Employees must report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence. If the employee is excessively late or absent, the supervisor should record the information in the employee's file and forward a copy to the Human Resource Service. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absences, regardless of the causes, may lead to progressive discipline.

### 5.27.5 Voluntary Termination

Employees who are absent from work for three (3) consecutive days without giving proper notice to the college will be considered as having voluntarily terminated.

## 5.28 **Short-Term Absences Policy** (Adopted June 1, 1992)

Employees absent from work on a short-term basis under certain circumstances, will receive compensation.

**Procedures:**

### 5.28.1 **Definition of Short-Term Absences**

A short-term absence is any absence continuing two weeks or less. Absences longer than two weeks must be converted to a leave of absence if employment rights are to be maintained. An authorized short-term absence will include any of the following: (The phrase "immediate family" includes the employee's spouse, brother, sister, father, mother, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household).

(a) Sickness or injury resulting in temporary disability of the employee or a member of the immediate family.
(b) Death, funeral or estate settlement in the employee's immediate family.
(c) Marriage of the employee or a member of the immediate family.
(d) Birth of a child or adoption by the employee and/or the employee's spouse.
(e) Personal business which cannot be conducted outside of normal working hours.
(f) Jury duty or testifying as a witness in a judicial proceeding.
(g) Voting in local, state, or national elections.
(h) Religious observance required by the employee's religion.
(i) Emergency closing of the college's premises.
(j) Approved voluntary participation in community projects.
(k) Personal days (two days maximum).
(l) Comp Time (non-exempt personnel)
(m) Absences due to inclement weather (not to be charged to accumulated leave)
(n) Attendance at educational meeting/conference (Not to be charged to accumulated leave)

### 5.28.2 **Notice**

Employees should give their supervisors as much advance notice of an absence as possible.

### 5.28.3 **Compensation Eligibility**

Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent that they have accumulated days of paid absence. However, no compensation will be paid for absences covered by Worker's Compensation.

(b) **Parental Leave of Absence.** Female employees, when not disabled by pregnancy or childbirth [see (a) above], and male employees may be granted a parental leave of absence up to twelve (12) work weeks to care for a child upon birth or upon placement for adoption or foster care.

(c) **Family Care Leave of Absence.** Employees may be granted a family care leave of absence for the purpose of caring for a child, spouse, or parent who has a serious health condition. The college requires certification of the family member's serious health condition both before the leave begins and on a periodic basis, by the family member's health care provider.

(d) **Personal Leave**. Employees may be granted a personal leave of absence up to twelve (12) working weeks to attend to personal matters in cases in which the college determines that an extended period of time away from the job will be in the best interest of the employee and the college.

(e) **Military Leave**. A military leave of absence will be granted if an employee enlists, is inducted or is recalled to active duty in the Armed Forces of the United States for a period of not more than four (4) years [plus any involuntary extension for not more than one (1) year or as required by federal or state laws.] Employees who perform and return from military service in the Armed Forces, the Military Reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as may be, from time to time, provided by applicable federal or state law.

(1) Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified and the college's circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment. An employee must re-apply for a job within ninety (90) days after being released from active duty. Reservists and National Guardsmen returning from initial active duty for training must apply for reinstatement within thirty-one (31) days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training. If an employee, on return from military service, is physically unable to perform the duties of the employee's previous job, the college will attempt to place the employee in a position of similar status and pay that is compatible with the employee's physical abilities.

(2) Employees with one year or more of service will be protected against loss of income as a result of participation in annual encampment or training duty in the U.S. Military Reserves or the National Guard. In these circumstances, the college will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight-time earnings on the job. This difference will be paid for up to two (2) weeks in a calendar year. An employee qualifying for such pay and on military leave on one of the college's paid holidays, will receive full holiday pay from the college irrespective of any military pay earned that day.

(f) **Public Service Leave of Absence**. Employees who desire to accept temporary employment in federal, state, or local government or with an organization devoted to higher education betterment may be granted a public service leave of absence up to one (1) year.

5.30.2 **Requests for Leave of Absence** (Revised December 5, 1994)

When possible, requests for a leave of absence or any extension of a leave should be submitted to the employee's supervisor(s) sixty days prior to commencement of the leave period, or as soon as is practicable. The approval or denial process is Supervisor, Vice President, Director of Human Resources, President, and Board of Trustees.

5.30.3 **Use of Vacation, Sick Leave, and Personal Days** (Revised December 5, 1994).

Employees on leave of absence will be required to utilize all accrued vacation, sick, and personal days while on leave. However, employees who are covered by disability or workers' compensation insurance and therefore already receiving compensation, may not use paid sick leave. The college will provide health insurance and other benefits.

5.30.4 **Reinstatement of Returning Employee** (Revised December 5, 1994)

Employees returning from a leave of absence will be reinstated to their same job or one of similar status and pay provided the college's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reinstatement.

5.30.5 **In Cases of Arrest and Incarceration**

Employees who are unable to report for work because of arrest and incarceration will be placed on a special personal leave of absence. If the employee is freed on bail, a decision whether to allow the resumption of active employment pending disposition of the charges will be made by the administration. They shall determine whether reinstatement would be consistent with the college's needs and requirements.

5.30.6 **Employee Failure to Return to Work**

If an employee fails to return to work at the conclusion of an approved leave of absence, the employee will be terminated from employment.

5.31 **Sabbatical Leaves, Professional Development Activities, and Research Projects Policy** (Approved October 6, 1989; Revised July 15, 1991)

Provisions for released time and extended time will be worked out by the administration to provide opportunities for the faculty and staff (exempt) to study all aspects of the specified program for better ways to meet the student body and the college.

**Procedures:**

5.31.1 **Eligibility**

Full-time faculty and staff (exempt) employees of The Junior College District of East Central Missouri may be granted a sabbatical leave after having been employed by the district for six (6) contractual academic years.

5.31.2 **Leave Plans**

(a) An eligible full-time employee may be granted a sabbatical leave for one (1) full academic year (fall/spring semester) at one-half of the individual's contractual salary for the full academic year.

(b) An eligible employee may be granted a sabbatical for one (1) semester during the regular academic year at the full contractual academic year salary.

(c) An eligible employee may be granted a sabbatical for the summer session at 25 percent of the academic year base salary.

5.31.3 **General Principles**

(a) The salary computed will be the contractual salary which the individual would receive for the academic year for which the sabbatical leave is to be taken.

(b) A sabbatical leave shall not constitute a break in service and an individual shall have all rights and privileges as defined in the policies of the Board of Trustees which shall include fringe benefits.

(c) Upon completion of the sabbatical, the employee must again comply with the eligibility requirements mentioned above before being considered again for a sabbatical leave.
   (1) The portion of the academic year for which the leave is granted will not be considered as part of the six (6) contractual academic years required for eligibility.

(2) Sabbatical leaves will be granted for reasons which are deemed to enhance the value of the employee's professional assignment. Leaves may be granted for advanced study, research, writing, and/or a similar purpose which is related to the professional field of education or the staff member's discipline.

(3) At the conclusion of each sabbatical leave, the staff member must serve one (1) full academic year in service within the district or repay in full the amount of money received for said sabbatical. Inability to fulfill this commitment by reasons of health shall exempt the recipient from this obligation.

(4) Funds allocated for sabbatical leave may not exceed five percent of the total appropriation for full-time salaries.

(5) However reasonable the reasons for leave may be, staff members must agree that decisions regarding the individual leave requests must be made in the best interest of the educational program of the college as well as the individual.

(6) Professional Leave may be granted, upon request and approval by the Board of Trustees, up to one (1) year's leave of absence without pay and up to one (1) additional year, upon request and Board approval. Applications for professional leave shall be filed with the administrator for Human Resources not later than ninety (90) days prior to the beginning of the academic year that the leave shall become effective. Professional leaves may be granted for advanced graduate study, exchange teaching or assignment, military duty, governmental service or any other professional experience which is related to the staff person's position. The staff person may return to his/her previous position at the last contracted rate of pay.

5.31.4 **Application Process** (Revised December 5, 1994)

For budgetary planning, a completed request form should be submitted by October 1 of the fiscal year preceding the fiscal year of sabbatical.

5.31.5 **Monthly Report**

During the term of the sabbatical leave, a written report will be submitted monthly (by the person on leave) to the immediate supervisor indicating progress toward and itinerary plans.

5.31.6 **Final Report**

At the conclusion of the sabbatical leave, a written report will be submitted to the immediate supervisor summarizing leave activities and his/her value to the professional development of the individual.

### 5.31.7 Request for Sabbatical or Extension

When possible, requests for a sabbatical or any extension of a leave of absence should be submitted in writing to the employee's supervisor thirty (30) days prior to commencement of the leave period or extension. The supervisor will forward the request to the Human Resource Service recommending approval or disapproval. The final decision concerning the request will be made by the administrator of human resources.

## 5.32 Rest and Meal Breaks Policy (Adopted June 1, 1992)

Rest and meal breaks during the course of each workday will be provided for exempt and non-exempt personnel.

**Procedures:**

### 5.32.1 Rest Breaks

Whenever practical, employees are to receive a rest break of fifteen (15) minutes at approximately the middle of every four (4) hours of work not broken by a meal period.

(a) The time for employee rest breaks will be scheduled by each supervisor with appropriate regard for the work load. Time spent on rest breaks will be compensated as working time and employees are not required to sign out and in on their time cards. However, employees are expected to return to their work promptly at the end of each break and will be subject to disciplinary action for tardiness.

(b) Employees who choose to remain at work during rest breaks are not entitled to leave before the normal quitting time and will not receive extra pay for the time worked.

(c) Employees on rest breaks are not permitted to interfere with fellow employees who are continuing to work.

### 5.32.2 Meal Breaks

(a) Full-time employees are allowed a meal break near the middle of the workday. In departments operating on single shifts, the meal break will be thirty (30) minutes.

(b) Part-time employees scheduled to work more than five (5) consecutive hours during any workday will receive a meal break of the same duration as full-time employees in their department.

(c) Employees required to work more than ten (10) hours in any workday will be allowed a second meal break no later than six (6) hours after returning from their first meal break.

(d) Employees will not be compensated for their meal breaks unless they are to remain at their work stations while eating or are otherwise required to work during their breaks. Non-exempt employees must record on time sheet all meal breaks.

(e) Employees may not extend meal breaks beyond their assigned period. Employees will not be compensated for time lost because of tardiness and will be subject to discipline if tardy.

(f) Supervisors are responsible for balancing work loads and scheduling meal breaks. Whenever necessary, the duration and time of meal periods may be changed.

## PERSONNEL WORK ENVIRONMENT

5.33 **Behavior and Personal Appearance of Employees Policy** (Adopted June 1, 1992)

Rules, regulations, and procedures regarding employee behavior and personal appearance are necessary in certain circumstances for the efficient operation of the college and for the benefit and safety of all employees.

**Procedures:**

5.33.1 **Personal Conduct**

All employees are expected to conduct themselves in a manner which is conducive to the effective operation of the college. Such conduct includes:

(a) Reporting to work punctually as scheduled and being at the proper work station ready for work at the assigned starting time.

(b) Notifying the supervisor in advance when the employee will be absent from work or is unable to report for work on time.

(c) Complying with all college safety regulations.

(d) Complying with the Non-Smoking Policy.

(e) Wearing clothing appropriate for the work being performed.

(f) Maintaining an orderly work area.

(g) Treating all students, visitors and fellow employees in a courteous manner.

(h) Refraining from conduct deemed offensive or undesirable.

(i) Wearing of protective clothing or devices for safety purposes.

5.33.2 **Prohibitive Conduct** (Revised December 5, 1994)

The following conduct is prohibited and will subject the individual involved to disciplinary action.

(a) Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing or possession of alcoholic beverages and/or illegal drugs and narcotics on college premises.

(b) The possession of firearms or other weapons on college property.

(c) Threatening, assaulting, and/or battery of a fellow employee, student, or visitor.

(d) Theft, destruction, defacement or misuse of college property of another employee's property.

(e) Falsifying or altering any college record or report, such as an application for employment, a medical report, a time record, or an expense account, and absentee report.

(f) Failure to wear assigned safety equipment or failure to abide by safety rules and policies.

(g) Engaging in any form of sexual harassment.

(h) Unsatisfactory evaluations which are not improved

(i) Excessive and unreasonable absences

(j) Behavior not permitting the employee to perform assigned duties and not caused by involuntary cause from a physical or mental condition.

(k) Violation of/or failure to obey school laws of the State of Missouri or the policies of the Board of Trustees of The Junior College District or conviction of a felony or a crime involving moral turpitude.

(l) Insubordination

(m) Discrimination

5.33.3 **Disciplinary Actions for Prohibited Conduct**

In most instances, work-related problems should be resolved at the employee-supervisor level. When, due to an employee's conduct or performance, it becomes necessary to take corrective action, several approaches may be taken as appropriate to the circumstances. These may include but are not limited to informal counseling, a formal review using the devices of the personnel Performance Review system, transfer to a more suitable position or, when warranted, specific disciplinary measures. Should it become necessary to initiate more formal discipline, the Director of Human Resources is the college's designee to assure that discipline is imposed progressively and in accordance with these personnel policies. In the interests of both the employee and the college, any investigation of disciplinary situations should be concluded expeditiously.

Disciplinary action may include but is not limited to the following as appropriate to the severity of the infraction: oral warning, written reprimand, suspension with or without pay, and discharge.

The Director of Human Resources should be consulted and kept informed of all disciplinary actions and procedures.

(a) **Oral Warning**. An unlimited number of oral warnings may be given at the discretion of the supervisor. Such warnings usually shall be noted in writing and placed on file.

(b) **Written Reprimand**. A supervisor may issue a written reprimand which will be sent to the employee with a copy to the director of Human Resources.

(c) **Suspension With or Without Pay**. Suspension with or without pay may be invoked for a time period deemed consistent with the seriousness of the offense and the circumstances. This determination is according to the Due Process Procedures (5.33.4). Earned vacation or leaves may not be applied during such suspension. Notice will be given in writing with a copy to the employee's file.

(d) **Discharge**. When the seriousness of an offense warrants, discharge from employment may be used but determination must be made according to the Due Process Procedure.

5.33.4 **Due Process for Applying Disciplinary Action** (Revised December 5, 1994)

(a) **Who it Applies to**. Due Process procedures apply to full-time contractual faculty, administrators, and professional staff, and do not apply to at-will employees such as support staff and part-time instructors.

(b) **Procedural Guidelines**. The procedural guidelines are standards to be followed when the fitness of a faculty, administrator, or professional staff is questioned. While it is necessary that certain legal requirements be followed, the spirit and intent of establishing simple rules for the protection of all parties that may be involved remains a primary objective.

Step 1 **Investigation and Review Committee**. Should the fitness of a faculty, administrator, or professional staff be questioned, it is the responsibility of the division administrator (President, Instruction, Student Services, or Finance and Administration, whichever is applicable) to deal with the issue. The administrator of the division is responsible to appoint a representative committee of three to study the issue and make recommendations to the President of the College.

a. If the individual in question is the administrator of the division, the President of the institution shall appoint a representative committee of three to study the issue and make recommendations to the President of the College.

b. If the individual in question is the President of the College, the President of the Board of Trustees shall appoint a representative committee of three to study the issue and make recommendations to the President of the Board of Trustees.

c. Certain circumstances may justify initiation of action beginning at Step 4 without the utilization of the procedures set out in steps 1, 2, and 3.

Step 2 **Written Report and Recommendations**. Following the findings of the committee, the administrator of the division or the President of the Board, whichever is applicable, shall submit a written report with his/her recommendations to the faculty, administrator or professional staff member in question and to the President of the College or the Board of Trustees for appropriate action.

Step 3 **Disposition of Matter**. If no disposition is made on mutually agreeable satisfactory terms, with the faculty, administrator or professional staff member, and there remains a dispute, formal proceedings may be initiated by administration. The faculty, administrator or professional staff member whose fitness is in controversy shall be continued in his/her position until removed by action of the Board or the President of the College. Should such continuance constitute a clear and present danger, either to other employees, students, the public, or to himself/herself, the faculty, administrator or professional staff member may be suspended by the President of the College or the President of the Board until final action is taken by the Board. This action may also precede any hearing process, if deemed appropriate by the President of the College or the Board of Trustees. The faculty, administrator or professional staff member's pay shall be continued unless he/she is suspended or removed by the President of the College or the Board of Trustees.

Step 4 **Formal Proceedings/Board of Trustees**. Formal proceedings are those which are brought to the attention of the Board to inquire into the fitness of a faculty, administrator or professional staff member. Such proceedings are initiated by written charges, which must involve the incompetency of the faculty, administrator or professional staff member, his/her neglect or refusal to perform his/her duties for reasons as defined in college policy and procedure 5.33.2, Missouri State Statute 168.114 or other reason deemed appropriate by the President of the College or the Board of Trustees.

a. Upon receipt of the written charges, the Board of Trustees shall review the documentation and shall give notice to the individual in question within ten (10) working days that a hearing to consider the charges shall be held before the Board on a particular day and at a certain time and place; that the individual in question may be present with or without an advisor; and that he/she may produce witnesses or other evidence on his/her behalf at the hearing.

b. The notice must be handed to the individual in question personally or it may be sent to him/her by registered mail at his/her most recent address as listed in employee records, or other known location. If delivered personally, an affidavit of service must be presented to the Board of Trustees by the person who performed the service. If service is had by mail, a return receipt properly signed by the individual in question or his/her agent for service shall be presented to the Board of Trustees. The affidavit or return receipt must reveal that the individual in question received the hearing notice at least ten (10) days before the hearing is conducted before the Board of Trustees. Should the individual in question not appear for the hearing, the charges shall be dismissed. Should the individual in question or his/her advisor request additional time in which to prepare, the Board of Trustees may grant such additional time and continue or postpone the hearing to another day and time.

c. The President of the Board of Trustees shall conduct the hearing at the time and place called for in the notice or at the postponed time, if additional time is requested. Such hearing shall not be public and either party may ask that all witnesses not be present while any other person is testifying. In addition, a transcription or electronic recording shall be made of the hearing proceedings.

d. Formal legal rules of evidence need not be followed, and the Board President shall determine what evidence may or may not be presented. The proper college administrative official(s) or attorney shall represent and present the institution's position as applicable, and such individual in question or his/her advisor may have the right to cross examine any witness called by the institution.

e. At any time during the proceedings, any member of the Board of Trustees may question any witness or call for a point of order of procedure to be clarified.

f. After the testimony has been presented and each side has concluded its evidence, the Board of Trustees shall retire to deliberate submitted information. The Board shall review all information submitted and render a determination no more than thirty (30) working days from the Board hearing.

g. The Board of Trustees may determine that the charges are not properly founded and, if so, shall so declare. If the Board decides that the charges have merit, the Board shall take whatever corrective action is appropriate. The findings and conclusions of the Board of Trustees shall be in writing and delivered to the individual in question or his/her advisor within ten (10) days of a decision.

h. The Board of Trustees' decision is final, and the employee does not have the right to enter into the Grievance process.

## 5.34 Sexual Harassment Policy (Adopted June 1, 1992)

All part-time and full-time employees (including student employees) are to be treated fairly and equally. Any form of sexual harassment will be treated as discrimination on the basis of gender.

**Procedures:**

### 5.34.1 Definition and Statement of Law

Federal law (Section 703 of Title VII) and the Statutes of Missouri (Chapter 296 RSMo.) prohibit harassment on the basis of gender. Sexual harassment as herein defined is a prohibited personnel practice of the college when directed by one employee of the college toward another or when an employee is knowingly exposed to such harassment emanating from any source.

(a) Because of differences in employees' values and backgrounds, some individuals may find it difficult to recognize their own behavior as sexual harassment. Sexual harassment may include actions such as:

(1) Sex-oriented verbal "kidding" or abuse.
(2) Subtle pressure or sexual activity.
(3) Physical contact such as patting, pinching or constant brushing against another's body.
(4) Expressed or insinuated requests or demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status.
(5) Verbal or physical conduct of a sexual nature creating an intimidating, hostile, or offensive working environment.

(b) Such unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
(2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
(3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational or living environment.

### 5.34.2 Employer's Obligation (Revised December 5, 1994)

Accountability for compliance with this policy shall be the responsibility of all supervisors.

5.34.3 **Prohibited Practices**

While it is not the intent of the college to regulate employees' social interactions or relationships freely entered into, the college will not tolerate any behavior or verbal or physical contact, by any employee, which constitutes sexual harassment of another employee as outlined in the Equal Employment Opportunity Commission "Sex Discrimination Guidelines, 1980, et. seq."

5.34.4 **Complaint Process** (Revised December 5, 1994)

(a) **Informal Action**

(1) The employee may wish to explain carefully to the harasser why a particular comment, joke, action, etc. is offensive. Such explanation effort should be documented and if the action fails to resolve the issue, the immediate supervisor should be contacted. If the harasser is the immediate supervisor, then the issue should be taken to the next appropriate level of supervision.

(2) Should the employee not be able to resolve the issue described in the above process (1) or should the employee feel uncomfortable with the above process (1), he/she may consult with the Director of Human Resources, the Director of Counseling, or the Vice President of Finance and Administration.

(3) The intent of the informal process is to resolve the issue in the most expeditious manner and at the lowest possible level of supervision.

(b) **Formal Action**: Refer to policies on Grievance (5.4 or 5.33).

5.34.5 **Exercise of Rights**

Any exercise of the rights provided by this policy and procedures shall not be used as a basis for any type of retaliation by one against whom the complaint was made or any other member of the college community.

5.35 **Political Activity Policy** (Approved December 3, 1968) **(Refer to Policy 4.27)**

5.36 **Drugs and Alcohol Policy** (Approved December 3, 1990)

It is the objective and goal of East Central College to provide a drug and alcohol-free environment.

**Procedures:**

### 5.36.1 Federal Law Grant Compliance Requirement

It is the college's intent and obligation to meet compliance with the Drug-Free Work Place Act of 1988, Public Law 100-690, and update to the Drug-Free School Community Act of 1989, Public Law 101-226 to provide a drug-free, healthy, and safe work environment.

### 5.36.2 Personnel Notification Statement

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the college premises or off-campus sites (including college vehicles and any private vehicles parked on college premises or off-campus sites) or college-sponsored functions is absolutely prohibited. Violations will result in disciplinary action, up to employment termination, and may have legal consequences.

Instance of violations could result in the involvement of civil law enforcement authorities. The statutes of the state of Missouri, federal, county, or local municipal governments shall take precedence over any violations action by East Central College.

(a) The confidential nature of the medical records of individuals with alcohol or drug dependency will be preserved.

(b) Employees participation in a rehabilitation program will be expected to meet existing job performance standards and established work rules.

(c) Nothing in this statement is to be interpreted as constituting a waiver of management's responsibility to maintain discipline or the right to take disciplinary measures in the case of poor performance or misconduct that may result from alcoholism or drug dependency.

(d) It must be understood that this policy has no bearing whatsoever on what employees do on their own time unless it reflects on their job performance.

### 5.36.3 Alcohol and Drug-Free Awareness Program

Establish an alcohol and drug-free awareness program to inform employees about:

(a) The dangers of alcohol and drug abuse in the workplace.

(b) The college's policy and procedures for maintaining an alcohol and drug-free workplace.

(c) Any available drug counseling, rehabilitation and employee assistance programs.

(d) The penalties that may be imposed upon employees for alcohol and drug abuse violations occurring in the workplace.

5.36.4 **Treatment**

Persons who suspect that they may have an alcohol or drug dependency problem are encouraged to seek diagnosis and follow through with the treatment that is prescribed by qualified professionals in order to arrest the problem. Persons having these problems will receive treatment that is extended under our health benefit plans.

5.36.5 **Supervision and Employee Responsibilities** (Revised December 5, 1994)

It will be the responsibility of all supervisors and the Director of Human Resources to assure that no employee with an alcohol or drug dependency problem will have his/her job security or promotional opportunities jeopardized by a request for diagnosis and treatment.

(a) The decision to request a diagnosis and accept treatment for alcohol or drug dependency is the personal responsibility of the employee. An employee's refusal to accept referral for diagnosis or to follow prescribed treatment will be handled in accordance with existing policies.

(b) If an employee feels that alcohol or drugs have become a problem that is reflected in poor job performance, that employee is strongly urged to speak with his/her supervisor or contact the Director of Human Resources.

(c) Faculty and staff must, as a condition of employment, abide by the terms of drug and alcohol policy and procedures. If they have been convicted under a criminal drug statute for violations occurring on or off campus while conducting college business, a report of the conviction must be made within five (5) days after conviction (mandated by the Drug-Free Workplace Act of 1988, Public Law 100-690). Report of such convictions must be made in writing to the Director of Human Resources.

5.37 **Smoke-Free Buildings Policy** (Approved May 6, 1991)

Effective August 9, 1991, there will not be any smoking inside buildings on the East Central College campus or off campus learning facilities.

5.38 **Communicable Diseases Policy** (Approved March 7, 1988)

Any employee who is known to be afflicted with a communicable disease or is known to be liable to transmit any communicable disease shall not be permitted to work in the college or to attend any college sponsored event unless the Board of Trustees or its nominee has determined on the basis of reasonable medical evidence:

a. The employee is no longer afflicted or liable to transmit the communicable disease.

b. The employee is afflicted with a chronic communicable disease which on reasonable accommodation poses a minimal risk of transmission to others.

c. A communicable disease shall be any illness due to an infectious agent or its toxic products which is specified as a reportable, communicable disease by the Missouri Division of Health in 13 CSR 50-101 et seq. and as amended by the Division of Health or its successor.

d. A chronic communicable disease shall be any communicable disease which on the basis of reasonable medical certainty is not easily susceptible to transmission by casual contact.

e. An acute infectious disease shall be any communicable disease which on the basis of reasonable medical certainty is of short duration or is readily susceptible to transmission by casual contact.

**Procedures:**

5.38.1 **Reporting**

If any college staff member suspects that an employee has a communicable disease, the staff member shall inform the Director of Human Resources. Each employee with a communicable disease shall submit to a physical examination at the college's request and expense. The physical examination shall be requested as quickly as possible in order to avoid undue interruption of working time.

5.38.2 **Physical Examination**

If on the basis of the physical examination it is determined that the employee has an acute communicable disease, then the employee will be excluded from the college and all college sponsored events for the period of time equal to the longest period of communicability of the disease as established by the Missouri Division of Health in 13 CSE 50-101.041 and as amended or until an attending physician certifies the employee is non-infectious.

5.38.3 **Sick Leave** (Revised December 5, 1994)

If on the basis of a physical examination, it is determined that the employee has a chronic communicable disease, then the employee will be temporarily excluded from the college and all college sponsored events and placed on sick leave in accordance with the following procedures:

(a) Within five (5) days of the employee's exclusion, a multidisciplinary team shall be convened by the President of the college or his/her designee to review and assess the employee's medical condition. The multidisciplinary team shall be comprised of: the employee; the employee's personal physician(s); a physician or other consultants selected by the Director of Human Resources; a public health physician designated by or approved by the State Department of Health; the college's legal counsel; the employee's legal counsel; and other persons mutually agreed as is necessary and appropriate.

(b) The multidisciplinary team will assess the employee's condition and the risk to the particular employee; the risk or transmission to others; reasonable accommodations which can be made without undue hardship to reduce the health risk to the employee and others; what restrictions, if any, shall be required of the employee in order that the employee may continue employment; whether or not the employee shall be prohibited from employment and provided an alternative employment. The multidisciplinary team will establish dates or conditions under which the employee's status will be reviewed.

(c) The multidisciplinary team's determination will be made within five (5) working days once it has convened. The multidisciplinary team's assessment and recommendations shall be communicated in writing to the employee and to the Director of Human Resources. The determination of the multidisciplinary team shall be final unless it is appealed and modified.

(d) An appeal of the determination of the multidisciplinary team shall be in accordance with this provision only. The employee or the Director of Human Resources may appeal the determination of the multidisciplinary team to the Board of Trustees by written notice within five (5) days of receipt of the multidisciplinary team's written determination. Within five (5) days of receipt of the appeal, the Board of Trustees will confer with the multidisciplinary team, review the record, and receive additional information deemed necessary and appropriate. Within five (5) days of the conference, the Board of Trustees shall make a final decision on the appeal.

(e) If an employee with a chronic communicable disease is permitted to work or restricted, then the multidisciplinary team shall reassess and review its decision on a regular basis as scheduled in its determination. The multidisciplinary team may require additional physical examinations and/or tests at its discretion. In the event of a regular change in the employee's medical condition or other material matter, the multidisciplinary team shall determine what, if any, modifications in the employee's determination shall be appropriate.

5.38.4 **General Provisions** (Revised December 5, 1994)

(a) Employees with a communicable disease and their families have a right to privacy and a need for confidentiality. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risk to the employee and to others. College employees deemed to have a direct need to know will be provided with appropriate information to assure proper care and to detect situations in which the potential for transmission of the disease may increase. All such persons shall not disclose such information. The multidisciplinary team will determine who has "a direct need to know." Willful or negligent disclosure of confidential information concerning an employee's communicable disease by college staff will be cause for disciplinary action as prescribed in the procedures.

(b) The college will implement reporting procedures required in accordance with 13 CSR 50-101.01 et seq.

(c) All college employees involved in the Allied Health Programs and Biology, Human Anatomy and Chemistry classes shall follow the Centers for Disease Control Guidelines set out in Morbidity and Mortality Weekly Report, May 22, 1987, Volume 36, No. 19. All college employees shall take routine precautions when there is a possibility of exposure to blood or other bodily fluids. The anticipated exposure may require gloves alone. Procedures involving more extensive contact with blood or potential infective bodily fluids may require gloves, gowns, masks, and eye coverings. Hands and other contaminated skin surfaces shall be washed thoroughly and immediately with anti-microbial soap if accidentally contaminated with blood and other bodily fluids (vomitus, feces, urine, saliva, and tears).

(d) Because infectious agents can be present in blood or other bodily fluids, (vomitus, feces, urine, saliva, and tears), all college personnel should adopt a routine procedure for handling blood or bodily fluids. Direct skin contact with bodily fluids should be avoided whenever possible. Disposable gloves should be worn whenever contact with bodily fluids is anticipated, and disposable gloves are to be discarded upon contamination. Soiled surfaces should be cleaned immediately and disinfected, such as with household bleach, (dilute one part bleach with ten parts of water), or other commercial germicides as identified by Disinfectants Branch, Office of Insecticides, Environmental Protection Agency, 401 M Street, SW, Washington, DC 20460. Disposable towels or tissues should be used whenever possible; and non-disposable towels should be rinsed in the disinfectant. College personnel who are involved in cleaning should avoid exposure of open skin lesions or membranes to the blood or bodily fluids. Spilled bodily fluids, stained clothes, stained equipment, disposable gloves used to clean fluids should be discarded in plastic bags labled as BIOHAZARD and removed from the college. Such plastic bags should be incinerated if possible.

(1) All waste from laboratories containing blood or bodily fluids will be autoclaved and discarded with the trash in waste containers.
(2) All non-disposable glassware from laboratories containing blood or bodily fluids will be autoclaved and then washed according to standard procedures for washing glassware.
(3) All equipment exposed to blood and bodily fluids will be wiped down and disinfected. In the process of using a microscope, if the microscope is used correctly, it will not come in direct contact with the material being studied. As a consequence, students using a microscope should remove and discard any gloves before using a microscope.
(4) Students shall be required to wear knee-length lab coats and disposable rubber gloves in laboratories where human blood and/or bodily fluids are being studied. All lab coats should be laundered after each laboratory. Students should bring a plastic bag to transport laboratory coats to and from the laboratory.

(5) Any cuts or punctures or abrasions which occur in a laboratory where bodily fluids or blood are present **must** be reported to the instructor immediately. Student incidents should be reported to the Vice President for Student Services, and personnel incidents should be reported to the Director of Human Resources.

(6) All books and outer wear present in a laboratory should be kept off tables and chairs to prevent accidental contamination.

Non-disposable items, contaminated blood, or other bodily fluids should be rinsed and placed in plastic bags following cleaning. Clothing soaked with blood or bodily fluids should be washed as soon as possible. General laundry procedures will suffice to destroy most infectious agents. Also, bleach must be used to insure disinfecting of clothing in the wash cycle.

(e) The college will engage in dissemination of information to employees and the community to ensure a well educated populace capable of protection against communicable diseases.